

**POLICIES AND PROCEDURES  
HANDBOOK  
2023-2024**



**SAINT MARY ACADEMY**

**Parish School of St. Bernadette Catholic Community**

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# **Saint Mary Academy Policies & Procedures Handbook**

**By registering for the school year, parents/students acknowledge, accept, and agree to be governed by all policies, procedures and regulations contained in this handbook.**

## **The School's Right to Amend School Policies/Procedures**

The school retains the right to amend the Policies & Procedures Handbook for just cause. Saint Mary Academy agrees to notify families in writing of any changes in its policies.

## **Photo/Video Release**

Students at Saint Mary Academy may be photographed or videotaped for educational or informational purposes regarding the curriculum or other programs at SMA. The photographs/videos may be published in newspapers, magazines, websites, school newsletters or social media. A parent who objects to his or her child being photographed or videotaped must notify Mr. Brett Lass, Director of Technology, in writing.

# **GENERAL INFORMATION AND INSTRUCTIONAL PROGRAMS**

## **Sections 1-19**

### **1. FORWARD**

The Policies & Procedures Handbook has been prepared for the purpose of informing parents, guardians and students of the philosophies, policies, practices, and goals of Saint Mary Academy. It is strongly suggested that all parents read the information contained in this handbook so there are few misunderstandings.

This handbook is in keeping with policies and procedures set forth by the Archdiocese of Louisville. If the handbook does not contain the information you need, please contact the school office.

The Pastor and Principal retain the right to amend the Handbook for just cause. Parents and students will be notified promptly of any changes made.

### **2. MISSION STATEMENT**

The mission of Saint Mary Academy is to educate students spiritually, academically, emotionally and socially through a curriculum rooted in the Roman Catholic faith. Students are educated in a manner that fosters academic excellence, provides a supportive atmosphere and develops students to be responsible, moral members of their church and community.

### **3. VISION STATEMENT**

Saint Mary Academy is a school where each child's academic, spiritual and emotional needs are met at the highest level possible. In partnership with parents, Faculty and Administrators support students in their academic efforts and model Christian behavior and values each day. Students feel safe emotionally and physically and are encouraged to develop creative expression and pursue individual talents. Saint Mary Academy maintains a model Catholic community that encourages each member to grow toward fulfillment as a total person and a child of God.

### **4. PHILOSOPHY**

Saint Mary Academy is the Parish School of St. Bernadette Catholic Community under the guidance of the Archdiocese of Louisville. As members of the Catholic community that brings us together, we operate with the philosophy as stated below.

At Saint Mary Academy, we believe education is a process of holistic development, strengthening and enriching each person's unique gifts and talents to develop spiritually, academically, physically, emotionally and socially. We further believe that education involves the whole person in the course of his/her entire life. It is a process that is carried out in a community in which each member promotes the growth of the other, growing in an atmosphere of respect, mutual help, collaboration and communion.

We believe that Catholic education begins, as with life, in the heart of the family. Parents, the primary educators of their children, instill and nourish values deeply human and deeply spiritual. It is parental commitment to their faith that makes Catholic education possible.

We believe that by integrating religious truths and values within the entire educational program, Saint Mary Academy students develop a sense of commitment to community, as well as to peace and justice for all God's children. At Saint Mary Academy we believe education in a diverse community offers unique opportunities because it inspires justice, compassion, and respect for the dignity of others. We believe students seeking a Catholic education should have equal access to the school regardless of race, gender, ethnicity, learning style, physical challenges or economic limitation.

Finally, we believe every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit and has eternal destiny. We believe all people are called to the service of others for their own development and in response to Christ's call to "love one another as I have loved you." Therefore, we believe that by proclaiming, celebrating, and living the message of Jesus, we lead each child to a deeper sense of self-acceptance, love of God and love of others.

## **5. SCHOOL BOARD**

The Saint Mary Academy School Board is a consultative board. The board's responsibilities are in policy matters. The board is not responsible for administration or the details of administration. Administration is the responsibility of the administrative team (pastor and principal). Members of the school board include the pastor, principal, a teacher representative, School Board chair, School Board vice-chair, PTO representative, secretary, and elected parent representatives.

If you wish to address the board, you must submit items for the agenda to the executive committee (School Board chairperson, pastor, and principal) at least seven days prior to the meeting for their consideration prior to placement on the agenda.

## **6. PARENT-TEACHER ORGANIZATION (P.T.O.)**

The Saint Mary Academy P.T.O. is a service organization that provides many benefits to the students of our school. Funds raised by P.T.O. provide for various school needs, first aid supplies, classroom supplies, etc. The P.T.O. organizes Room Parent Committees to assist with parties and various other activities. The P.T.O. also organizes various volunteer opportunities within the school. Board positions within the P.T.O. include Director of Community Building, Director of Fundraising, Director of Hospitality, Treasurer/Co-Treasurer, Communications, and various other committee positions.

## **7. ATHLETIC BOARD**

The mission of the Saint Mary Academy Athletic Board is to organize, fund, supervise, and promote athletic teams and to provide opportunities for the students at Saint Mary Academy, as well as the children who attend the Religious education programs of St. Bernadette, to participate in the Archdiocese of Louisville Catholic School Athletic Association leagues.

## **8. VOLUNTEERS**

Volunteers are encouraged and welcomed by school staff. In order to offer our students every possible advantage for a basic and innovative educational program, we depend on parent volunteers. The Saint Mary Academy P.T.O. coordinates our volunteer program. Be assured that your offer to volunteer is greatly appreciated. Prior to serving in the school, volunteers who come in contact with students must authorize a background check and participate in the Archdiocese of Louisville "Safe Environment Training." Saint Mary Academy will provide training for all volunteers concerning their responsibilities.

## **9. WORKING TOGETHER IN CATHOLIC SCHOOLS**

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

### **This partnership recognizes:**

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools.

### **Parents can expect that their child's school will:**

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

## **PARENTS' AND STUDENTS' RESPONSIBILITIES**

### **The school can expect that parents will:**

As partners in the education process, Saint Mary Academy expects parents and guardians to cooperate in ensuring their children are prepared to learn and in actively supporting the school and its mission.

Specifically, parents and guardians are to ensure that their child/children:

- a. Arrive at school well rested
- b. Arrive at school on time
- c. Dress according to the school dress code
- d. Complete class assignments on time
- e. Have money in their lunch account or bring a sack lunch
- f. Are picked up from school on time at the end of the day

Parents/guardians are further expected to do the following:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers. Treat teachers, staff, administrators and other parents with respect and courtesy
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.
- Notify the school office in writing of any changes of address or phone numbers
- Inform the school of any special situations regarding the student's health, safety and well-being
- Promptly provide the school with any requested information
- Provide written notification to the school when the student has been absent or tardy
- Read school notes and newsletters and show interest in the school and the child's overall education
- To the extent possible, support school fundraising activities to meet the essential building or other extraordinary needs of the school



The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

**As integral partners in the life of school communities, the school with parents have a co-responsibility to:**

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the school advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

**Student's Responsibilities:**

It is imperative that we give our students a sense of self-control, self-reliance, and responsibility for one's self and one's action. Therefore, **we will not accept any forgotten items, such as homework, projects, books, etc. in the school office or in the classrooms after 7:55 am** (unless the request is related to a medical concern or necessity).

Students are expected to do the following:

- a. Strive to be well rested and maintain proper nutrition in order to be physically ready for school.
- b. Treat teachers, staff, volunteers, and other students with respect and courtesy.
- c. Follow all procedures and policies.
- d. Wear the school uniform according to the dress code.
- e. Complete assignments to the best of your ability and in a timely manner.
- f. Be prepared for class and be an active participant.

## **10. ACADEMICS**

Saint Mary Academy follows curriculum regulations specified by the Kentucky State Department of Education and the curriculum framework developed by the Archdiocese of Louisville. Saint Mary Academy faculty provides intervention and differentiation in order to meet student needs. Our goal is for each and every student to progress according to the best of his/her ability.

## **RELIGIOUS FORMATION**

Parents are the primary educators for the religious formation of their children. There is no greater way to pass on our Catholic lifestyle than through modeling. Parents are asked to play an active role in Family Life and Religious Education.

As a Catholic school, prayer permeates the entire religious program. Educators model prayer for the students. Quiet moments of prayer add serenity and peace to the program. Students, faculty and staff have several opportunities throughout the day to pray together.

Students attend liturgy weekly throughout the school year. When Holy Days of Obligation fall on school days, the children also have the opportunity to celebrate the Eucharist. Time is set aside for non- Eucharistic prayer, preparation, and reflection on the weekend parish celebration of the Eucharist. Students may also gather for special liturgies throughout the school year.

Sacramental preparation is a major focus of our religious formation program. Celebrating sacraments is one of the Church's most important activities. At Saint Mary Academy, our purpose is to initiate our children into celebrations that express and enliven Christian life.

## **FIRST EUCHARIST**

First Eucharist is celebrated in the spring, outside the Lenten season. Children in second grade are ordinarily eligible to receive First Eucharist. Arrangements for the initiation of other candidates are considered upon individual requests. Parent meetings are held in conjunction with the parish.

## **FIRST RECONCILIATION**

Catechesis for First Reconciliation is in the fall of the second grade year. First Reconciliation will be celebrated in late fall or early winter. Parent meetings are held in conjunction with the parish.

## **CONFIRMATION**

Confirmation classes are held in eighth grade. Parent and sponsor meetings are held, and at least one interview with a pastoral staff member is held. Service projects and a day of reflection are an integral part of the program. The Archbishop determines the date for Confirmation each year.

## **CHRISTIAN SERVICE/STEWARDSHIP**

Integral to our understanding of our Catholic Faith is involvement in Loving Christian Service and Stewardship to others. It is incumbent on us, as a Catholic School, to include service and stewardship opportunities for our children at each step of their educational experience at Saint Mary Academy. To this end, our students are involved in service and stewardship activities in the parish, local, and global communities. We use the tenets of Catholic Social Teaching as the structure to our stewardship program. The Church's social teaching is rich in wisdom about building a just society and living lives of holiness amidst the challenges of modern society.

## **LANGUAGE ARTS**

Language Arts consists of reading and writing. In grades K-5, teachers utilize the Amplify Core Knowledge Language Arts (CKLA) program. Built on the Science of Reading, CKLA sequences deep content knowledge with research-based foundational skills. The curriculum combines rich diverse knowledge in history, science, literature, and the arts with systematic research-based foundational skills instruction that equips students with rich knowledge that intentionally builds to inspire curiosity and drive results. In grades K-2, teachers use the University of Florida Literacy Institute (UFLI) curriculum to teach foundational reading skills including phoneme blending, decoding, encoding, and spelling irregular words. Students at the elementary level are individually assessed to determine strengths and needs in reading.

In grades 6-8, teachers utilize Amplify ELA to support students in tackling complex text and make observations, grapple with interesting ideas, and find relevance for themselves. The blended English language arts curriculum is designed specifically to support middle school students and prepare them for high school and beyond. Students are engaged through dynamic texts, lively classroom discussions, and meaningful digital experiences. They develop ideas and opinions on relevant, real-world, texts. Multiple entry points and differentiated supports allow every student, regardless of fluency or ability level, to engage deeply with the same complex texts and rigorous curriculum. Writing and reading skills are also embedded in the content area work - science, social studies and religion.

## **MATHEMATICS**

Students in K-5 develop conceptual understanding of skills, automaticity of math facts, math reasoning and communication of thinking, and flexible strategies for problem solving. We incorporate hands on learning and students are given opportunities to build and explore with manipulatives to understand math concepts before learning a standard algorithm. Students in sixth grade work on building the basic skills taught in K-5. Students in seventh grade take pre-Algebra and eighth grade students take Algebra I.

## **SCIENCE**

Our K-5 science program follows the guidelines of the Next Generation Science Standards approach of exploring concepts through hands on experiences. Through exploration and discovery, students deepen their understanding through reading, videos, and teacher direction. Students experience hands on and collaborative learning throughout each unit.

Middle school Science begins each unit with working through information in the interactive science book. Along with direct instruction, this helps to ensure the understanding of the scientific concept. Students conduct labs and engage in hands-on experiences to enrich and further understand the concept at hand.

The science program is designed to teach the art of inquiry along with basic scientific concepts. It is designed to give students an appreciation of science and its practical application.

## **SOCIAL STUDIES**

Social Studies K-8 instruction includes an inquiry approach, with students exploring the content and answers to inquiry in a variety of ways. The framework includes topics for exploration at each year with a focus on engaged citizenship.

## **11. CURRICULUM ENRICHMENT AREAS**

### **TECHNOLOGY INTEGRATION**

Technology instruction at Saint Mary Academy has three purposes: to improve and expand activities in the general curriculum that relate to specific areas of instruction, to develop problem solving skills by introducing students to tools and programs in order to advance their technological education, and finally to equip and educate students about Internet Safety, their digital footprint and their responsibilities in being a respectable Digital Citizen. Focus is placed on the use and integration of technology in all aspects of the curriculum through cross-curricular projects that promote using technology and information resources for problem-solving, critical thinking and the decision-making processes. Students at SMA will learn and utilize cloud computing on a daily basis with Google Apps for Education and other web tools and apps.

### **LIBRARY/MEDIA/MAKER SPACE**

The goal of the library media program is to be a fully integrated part of the school and its curriculum. The media center serves these educational goals and objectives by providing a variety of resources and materials for the entire school community. Students in grades K-8 are offered opportunities and activities to enhance their learning experience through both traditional resources and new technologies. The facility is arranged so as to accommodate either large or small group activities. The development of independent, responsible, life long media users is at the core of the program.

### **MUSIC**

The basic knowledge of music and the enjoyment and appreciation of music are cultivated from Pre- School through Eighth grade through such activities as singing, guided listening to all types and styles of music, use of rhythm instruments, recorder classes, instruction in music history and theory, music games, and music writing and reading. Liturgical music is a vital area of our program. Preparation for school liturgies is an important part of our music program.

### **ART**

Art education is a comprehensive program designed to actively involve students in the many processes and materials of art. Exploration of the elements and tools of art, investigation of art history, and art appreciation help the students to express their feelings and ideas artistically. Most importantly, the students are given opportunities through their art projects to learn more about themselves and others. In order to promote a positive experience in the arts, students are encouraged to discuss their own work. Working from live models, on-site situations, or from slides, students are able to use their visual and mental abilities. Development of a sensitivity to art is further enhanced by viewing and discussing reproductions of famous artists' works.

### **MIDDLE SCHOOL ELECTIVES**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade participate in a variety of elective classes weekly. These classes are designed by SMA faculty members and their purpose is to support and expand students' interests and talents outside of core content area classes. When making selections, students

are required to take one Arts and one Movement class. Electives are subject to teacher and administration approval.

## **PHYSICAL EDUCATION**

Students in Pre-School through sixth grade participate in a weekly physical education class. Students in 7<sup>th</sup> and 8<sup>th</sup> grade are offered Health/Fitness elective class choices. The purpose is to educate minds, develop healthy bodies, and promote positive attitudes toward lifetime physical activity, fitness, and sports skills. The Physical Education program will empower each student with the knowledge and skills necessary to make responsible lifestyle choices that directly impact his/her health and well-being.

The classes are planned in an active, caring, supportive and non-threatening atmosphere in which every student is challenged and successful. The students are provided a safe and positive learning environment where young lives are pointed in a direction toward healthy and active futures.

## **SPANISH**

Saint Mary Academy provides Spanish instruction once a week for Pre-kindergarten through seventh grade, eighth grade students are able to learn Spanish three times a week. Students constantly expand on previous knowledge. Language skills are acquired through songs, games, chants, and storytelling. Our students will also become familiar with some elements of the culture and history of the Spanish-speaking countries.

## **12. CO-CURRICULAR ACTIVITIES**

Activities are subject to change dependent on interest, availability, and participation. Check the website for most up to date information and offerings.

## **BOOK BEE**

Students form teams to read books from a predetermined reading list in select grade levels. These teams compete with teams from other area schools on a recall of facts from these books.

## **GOVERNOR'S CUP**

A challenging, academic experience for students in grades 4-8 set in a competitive arena, allowing students to compete in individual specialized areas of study and team quick recall matches.

## **KENTUCKY YOUTH ASSEMBLY (KYA)**

KYA is a 3-day experiential learning program for middle school students in which they serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

Students create proposals over state issues that they see as important items of legislation that need to be added or changed. Students learn to debate issues in a formal manner while appreciating others' opinions.

### **KENTUCKY UNITED NATIONS ASSEMBLY (KUNA)**

KUNA is a 3-day experiential learning conference for middle school students in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues. Students represent countries and their global issues vying for support of the UN to make changes for the better of humanity. Research of the country's culture is completed to design a booth, costumes, and a proposal to present to the mock UN.

### **QUICK RECALL/6<sup>th</sup> GRADE SHOWCASE**

Students in Grades 4-8 participate in Quick Recall Teams which compete against other teams from area schools. Factual knowledge in all subject areas is utilized under tight time constraints.

### **SERVERS**

Students in Grades 4-8 have the honor of participating as a server in school and parish liturgies. Students must receive yearly training to be servers.

### **YOUNG AUTHORS**

In the Young Authors Program, students create their own books. They write their own stories, illustrate them, and bind them in covers. Students in grades K – 8 may participate in this program. Award winners are selected by a committee of students and go onto regional competition.

## **13. EXTRA CURRICULAR ACTIVITIES**

Activities are subject to change dependent on interest, availability, and participation. Check the website for most up to date information and offerings.

### **YOUTH CHOIR**

Students in grades 3-8 who are interested in singing at school liturgies and for school performances may join this after school club.

### **ARCHERY CLUB**

The Archery Team is open to all students in grades 4 -8 (limited to 48 students). The students practice one day a week, from September through April. The students learn the art of shooting and compete in one to two state tournaments.

## **ART CLUB**

Art club is open to students in grades 4-8 and meets on designated dates throughout the school year. Members will have opportunities to discuss the art world, hone their art making skills and develop their technique while working as a community of artists to create collaborative art pieces for the school to enjoy.

## **GIRLS ON THE RUN**

Girls on the Run is a ten-week after school program that combines physical activity with inspiring, fun lessons that teach girls how to handle the difficult social pressures of adolescence. Girls on the Run provides third through fifth grade girls with the tools they need to become strong, confident, healthy young women who make good choices.

## **SCOUTS**

Several scout troops are located at Saint Mary Academy. They include Tiger, Cub, and Boy Scouts and Daisies, Brownies, and Girl Scouts.

## **SPORTS**

Girls and boys may participate in the inter-school leagues established by the Catholic School Athletic Association (CSAA). Members of the parish volunteer to coach the teams. All teams and squads are open to students of Saint Mary Academy. Fees assigned by the Saint Mary Academy Athletic Board and paid by those participating in the sport finance the purchase of equipment and uniforms and pay for league franchise fees. Please refer to the Athletic Handbook for further information.

Sport	Grade	Boys/Girls	Season
Volleyball	3-8	Girls	Summer/Fall
Football	3-8	All	Summer/Fall
Flag Football	1-2	All	Summer/Fall
Cross Country	1-8	All	Summer/Fall
Basketball	K-8	All	Fall/Winter
Volleyball	3-8	Boys	Winter
Track	3-8	All	Spring
Soccer	K-8	All	Fall/Spring
Golf	3-8	All	Spring/Summer
Tennis	3-8	All	Spring/Summer
Field Hockey	3-8	Girls	Spring/Summer

Participation will depend on coaching availability and student interest.

\*Newly developed extracurricular opportunities may arise throughout the school year.

## **14. ACADEMIC AND BEHAVIOR EXPECTATIONS**



If a student is not making satisfactory academic progress or fails to follow the school's policies and procedures, the Principal has the authority to suspend a student from any Saint Mary Academy extra and/or co-curricular activity until satisfactory academic progress has been made, and/or until there has been satisfactory improvement in behavior. If a student is suspended from an activity or team, they will not be allowed to practice or participate in any related events during the suspension. Once the student has completed the necessary requirements and is deemed eligible, he/she may begin to practice and participate with his/her assigned team.

## **15. FIELD TRIPS**

Students may have the opportunity to participate in one or more field trips of an educational or cultural nature. Permission slips signed by parents or guardians are required for each child. A student who does not have a signed permission form will not be allowed to go on the trip. A phone call from the parent will not be accepted in place of the signed form. A fax of the signed permission slip is acceptable.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements. Parents or guardians will be informed of the cost of the trip and of transportation arrangements. Students who do not attend the field trip are expected to report to school. Any fee involved in this activity is non-refundable and will be collected through FACTS. Proper behavior is expected at all times. Preschoolers and siblings may not accompany the parents acting as chaperones. Chaperones must have safe environment training and a background check. School uniforms are to be worn on field trips unless permission has been given by the principal for students to dress out of uniform.

## **16. SOCIAL EMOTIONAL LEARNING**

### **THE PEACEBUILDERS PROGRAM**

In order to facilitate a positive school environment, Saint Mary Academy utilizes the Peace Builders Program. Peace Builders is a simple child friendly curriculum, which helps students to understand and claim responsibility for creating conditions conducive to peace in their school and classroom environments. The Peace Builders Program is firmly anchored in its adherence to Christ-centered values. As such, it provides a structure, expectations and a common language utilized by all students and staff for the creation and maintenance of school atmosphere marked by a focus on non-violence, justice, peace, and compassion. Specific guided activities and discussions based upon the values inherent in Peace Builders are utilized, in addition to the Archdiocesan Religion curriculum. It is hoped that students will more readily take the lessons learned from their studies of peace to heart and practice Christ-centered values in all aspects of their lives.

The Peace Builders Program has at its heart a pledge written simply, so as to be understood by all ages. The Peace Builders Pledge sets forth a framework by which all

interactions at Saint Mary Academy, social and otherwise, are to be guided. The expectations that the Saint Mary Academy staff maintains for student behavior flow from an understanding of the Pledge.

### **CONSCIOUS DISCIPLINE**

At Saint Mary Academy, Conscious Discipline supports a positive school environment by integrating social emotional learning, school culture, and discipline through developing a foundation of safety, connection, and problem solving in the classroom. Conscious Discipline helps adults stay calm enough to see misbehavior as a signal to teach life skills. Through this program, self-regulated discipline is something students are expected to develop.

### **FRIENDZY**

The Friendzy program provides a Biblical social, emotional and academic framework for PreK-8 classrooms that teaches the skills of respect, confidence, problem solving and communication skills. Teaching friendship skills supports students in managing their emotions, improving ability to set and achieve positive goals, feeling and showing empathy for others, maintaining positive relationships, and making responsible decisions.

## **17. USE OF SCHOOL GROUNDS**

When school is dismissed for the day, all students should be either going home or under the supervisory care of the Saint Mary Academy After School Care Program, various coaches, tutors, or special extracurricular activity moderators. Any students not participating in an approved, supervised activity on school property must be picked-up by a parent, guardian or designated adult by 3:15 p.m. Due to state regulations pertaining to our after school care program, only students enrolled in the program are permitted to be on the playground between 3 – 6 p.m.

## **18. SMA FUNDRAISING**

The P.T.O. sponsors fundraising projects for the school each year. Proceeds from these fundraising events directly benefit the students of Saint Mary Academy. Fundraising efforts are critical to the financial success of the school and make it possible to provide Catholic education at a reasonable cost. All fundraising activities must be approved by the Principal. Please refer to the policy and approval form located at the end of this handbook.

## **19. USING THE SMA LOGO**

Please refer to the policy and approval form at the end of this handbook.

## **ADMISSIONS AND FEES**

### **Sections 20 - 31**

#### **20. NOTICE OF NON-DISCRIMINATION POLICY**

Saint Mary Academy does not discriminate on the basis of sex, race, color, religion, national and ethnic origin in administration of its educational policies, programs, and other school-administered programs.

#### **21. AGE OF ADMISSION**

Children shall be five years of age by August 1 of the current school year to enter Kindergarten. Children shall be six years of age by August 1 of the current year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

##### 2022-2023 Assessment Option for Kindergarten Admission Age (5114.1)

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year; and
- Child must score at or above the 80th percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and
- Child must meet admission criteria of local Catholic school

Students born between August 2 and October 1 of the admission year who do not score at the 80% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to pre-K.

#### **22. ORDER OF ADMISSION**

Saint Mary Academy will use the following order of priority for admission to the school. Once a grade level is full, all remaining pre-registered students will be placed on a waiting list and will be admitted as openings become available. The order of priority in admission is as follows:

1. Children currently enrolled at Saint Mary Academy (Preschool – Grade 8) and their siblings
2. Parishioners of St. Bernadette not yet attending Saint Mary Academy
3. Parishioners of parishes other than St. Bernadette

#### 4. Families who are not Catholic

A pre-registration form and fee are due, generally in January, for the following school year. All enrollment deposits will be applied to the tuition bill upon attendance at Saint Mary Academy. Funds contributed to Saint Mary Academy as an enrollment deposit are non-refundable.

For students enrolled at Saint Mary Academy, the above priority for admission will be followed until February 1st of each year. After that date, admission will be based on the date of pre-registration. Openings will be filled on a first-come, first-served basis, regardless of religion, race, color, disability, ethnic origin or status of parishioner.

A student entering Saint Mary Academy in grades K-8 may be evaluated through a skills assessment, a conference with the parent, and/or reports from the previous year's teachers. Students will be admitted on a probationary basis for a period of one year. Regular examinations will determine if the student is making satisfactory academic, behavioral, and social adjustment.

### **23. ADMISSION OF STUDENTS WITH LEARNING DIFFERENCES**

The Archdiocese of Louisville promotes a model of inclusion for children with learning differences. We believe that children with learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept Individualized Education Plans as public schools are mandated to accept. Saint Mary Academy is guided by the Archdiocesan Intervention Protocol.

Prior to admitting a student with a diagnosed learning difference, or offering re-enrollment to a current student who has a diagnosed learning difference, our school will consider the following:

- a) The severity and degree of the learning difference
- b) The level of support needed from special services or any special equipment the student may require
- c) The number of students with learning differences currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with differences be enrolled in any one classroom.
- d) An individual school's resources, such as, but not restricted to, available support personnel, class size, accessibility of school facilities, etc.

Prior to admission into Saint Mary Academy, parents are required to disclose fully all pertinent information (i.e., current and previous evaluations with diagnosis and recommendations, previous school history, medical records, etc.) so that the school can make the best judgment as to whether Saint Mary Academy is able to meet the child's needs and is the best placement for a child. Saint Mary Academy is committed to working with all children and believes that most

children can be supported in the regular classroom. It is our goal to help every child learn to his or her highest potential, but it may be in the child’s best interest to enroll in a program at a different school so that his/her needs can best be met. The school reserves the right to make the decision as to whether a child may enroll or re-enroll for the following school year if the child’s current academic and/or behavioral profile changes.

## 24. REGISTRATION

There is an application and enrollment process in place for all new students in grades Pre-K through Eight who wish to attend Saint Mary Academy. As part of the application process, the parent or guardian must provide a baptismal certificate (if applicable), and a birth certificate (from the Office of Vital Statistics).

Students currently enrolled in school may pre-register confirming re-enrollment intentions for the following school year. **A non-refundable registration fee per child is due at the time of pre-registration.**

## 25. TUITION

Tuition is charged for all students. Families interested in enrolling students at Saint Mary Academy will receive notification of tuition rates. A school budget is set and approved by Parish and Finance Council. This budget is regulated by the Archdiocese of Louisville Chart of Accounts and monitored by the Finance Council. Tuition rates will be established annually. The Tuition Classifications are as follows:

- Tuition rate for Catholic families who are members of a Catholic parish
- Tuition rate for families who are not Catholic.

In order to qualify for the Catholic student rate, the following three requirements must be met:

1. Student has been sacramentally initiated
2. Family is registered in a Catholic parish
3. Family actively worships at a Catholic church

## 26. Tuition and Fee information for 2023-2024

Below are the tuition rates for the 2022-2023 school year for K-8 as well as the rates for our Preschool full and part time options. Rates include a book fee per child.

<b>K – 8 Parishioner Rates:</b>		
		<b>Total</b>
1	Child	\$7,600.00
2	Children	\$11,250.00
3	Children	\$13,800.00

4 or More Children	\$15,250.00
<b>K – 8 Non-Catholic Rate</b>	\$10,100.00 per child
<b>Preschool Tuition (There is no multi-child discount)*</b>	
	<b>Tuition</b>
Part Time (3 days) 3s only	\$4,560.00 per child
Full Time	\$7,150.00 per child

- \* Non-refundable application fee of \$200 per child for new families, or \$100 for current families due at the time of application.
- \* The preschool tuition may be an allowable deduction on your taxes. At the end of the year, preschool statements will be sent to each family.
- \* All tuition and fees, after school care charges and bus fees will be collected through the FACTS management system. Monthly tuition is pulled automatically from FACTS on the 5<sup>th</sup> or 20<sup>th</sup> of each month, August through May (annual and semi-annual option also available). Field trip costs are included in the school fee. Please note that if you select a credit card option as your method of payment, you will incur an additional fee for all charges posted to your account. Families that pay tuition in full by August 20<sup>th</sup> through FACTS or August 1<sup>st</sup> if paying by check will receive \$100 cash per family to be applied to your cafeteria account.

The following options are available through FACTS for tuition payment:

- a. Monthly for 10 months (August – May)
- b. One-time payment (payment in full by August 5<sup>th</sup> or 20<sup>th</sup>)

**27. AFTER SCHOOL CARE**

Full and part time after school care is available from 2:30 – 6:00 pm daily for an additional fee. Due to state regulations, we cannot offer a “drop-in” option. Listed below are the 2023 – 2024 after school care fees. These fees reflect an annual rate divided over ten months. Please note there is a \$1.00 per minute charge on children who are picked up after 6:00 pm. Habitual tardiness may result in dismissal from the After School Care Program.

**\$50.00 Registration fee per family due at the time of registration.**

1-3 Days per week (monthly payment):		4-5 Days per week (monthly payment):	
1 Child	\$195.00	1 Child	\$300.00

2 Children	\$300.00	2 Children	\$525.00
3 Children	\$410.00	3 Children	\$750.00

At the end of the year, after school care statements will be sent to each family. The amount paid may be an allowable deduction on your taxes.

If you have any questions regarding after school care, please contact Teresa Butler at (502) 315-2557.

## 28. BUS SERVICE

Saint Mary Academy contracts with Miller Transportation to provide safe, reliable and cost-effective bus transportation for our K-8 students. While we try our very best to accommodate as many families as possible, bus transportation is not guaranteed for everyone who requests it. Final routes and pick-up and drop-off times will be determined by Miller Transportation. Service is provided on a first come first serve basis.

Registration forms must be completed mid-year in order to reserve a spot on the bus for your child(ren) for the following school year. The annual fee for bus transportation is as follows:

1 child	\$450 annual fee
2 children	\$675 annual fee
3 children	\$900 annual fee

## 29. INSUFFICIENT FUNDS

If a regularly scheduled payment is returned for insufficient funds, the following actions will take place:

- a. Notification will be sent via email and a \$30 return fee will be posted to the FACTS account.
- b. A second attempt to pull fees will be made 15 days later and a final attempt will be made 15 days after the second attempt if necessary.
- c. After three unsuccessful attempts to pull fees, FACTS will notify the Parish Business Manager to assist with collection of funds.
- d. If the tuition obligation is not fulfilled by the agreed upon terms, penalties up to and including the removal of the student(s) from class will be implemented.

Parents or guardians are expected to contact the Business Manager in advance if unable to meet financial obligations to the school. The commitment to pay tuition is a binding agreement. Saint Mary Academy will take all necessary action to collect indebtedness.

## 30. PENALTIES FOR LATE TUITION

- a. Student will be unable to graduate with class; Student will be removed from enrollment roster.
- b. Student will be removed from class and subsequently dismissed from school; Student will not be allowed to attend class until all financial obligations are met.
- c. Student records will not be forwarded to another school until all financial obligations are met.

All families must be current with tuition and fees before a child can register for the school year. All fees of exiting students and graduates must be paid in full before records will be transferred to other schools. Tuition for eighth grade students must be completed for students to participate in graduation ceremonies.

### **31. ADDITIONAL FEES AND PENALTIES**

**Classroom Books and iPads:** A book rental and technology fee will be assessed at the start of each school year. Students are held responsible for the careful handling and use of books and electronic devices. Lost and/or damaged books and/or electronic devices must be replaced or repaired; the cost of which will be determined by school administration and posted to a student's FACTS account. Report cards will be held until lost or damaged books are replaced or repaired.

**Library Books/Cafeteria Fees:** Library books should be returned by their due date and cafeteria accounts should be kept current. Failure to return overdue library books or pay outstanding balances on a student's FACTS account may result in the loss of privileges and/or access to report cards and student records. Please contact the Business Manager should your financial status change during the year or if you have questions about charges posted to your account.



# SCHOOL AND PARENT COMMUNICATION AND GRADING PROCEDURES

## Sections 32 - 44

### COMMUNICATION POLICY

Saint Mary Academy strives to provide a healthy, spiritual learning environment for the school faculty, students, parents and guardians. A principle element of this environment is open communication among all people associated with the school. Saint Mary Academy welcomes any questions parents may have regarding the child's school life. We ask that parents call or email the child's teacher to request information or a conference. If it is an emergency, please ask to speak with the principal, assistant principal, or an office assistant and he/she will relay the message to the classroom teacher. We ask that you not go to your child's classroom before the school day begins or after the school day ends without making an appointment first. The teacher needs time to prepare for the day ahead and many times may have an after school commitment. Teachers and school administrators are encouraged to respond to emails and/or phone calls within 24-48 school hours.

School personnel should not be questioned or conferenced with at outside events such as athletic matches, parish activities, etc. Please contact the teacher to make an appointment. Do not approach teachers at recess or in carpool with concerns as they are tasked with monitoring student safety at these times. Teachers are willing to discuss concerns when the proper protocols are used. Parents are expected to support the teaching authority of the school. Keep in mind that parents and teachers both want what is best for the student.

The faculty of Saint Mary Academy knows that all information relating to each student is confidential. Student information will not be shared with other students or their families. Teachers have the legal responsibility to break confidentiality only when it regards the safety of the child.

### SMA & PARISH STAFF RESPONSIBILITIES & POINT OF CONTACTS

	Fr. Jeff Nicolas	Pastor	<a href="mailto:frnicolas@stb2008.org">frnicolas@stb2008.org</a>
General School Information	Mrs. Mary McConnell	Administrative Assistants	<a href="mailto:Mary.mcconnell@saintmaryacademy.com">Mary.mcconnell@saintmaryacademy.com</a>
	Mrs. Susan Mackey		<a href="mailto:Susan.mackey@saintmaryacademy.com">Susan.mackey@saintmaryacademy.com</a>
	Mrs. Susan Naber	Admissions Coordinator	<a href="mailto:Susan.naber@saintmaryacademy.com">Susan.naber@saintmaryacademy.com</a> 315-2555, 315-2552
Facilities Athletics	Rob Nicolas	Facilities Manager	<a href="mailto:facilities@stb2008.org">facilities@stb2008.org</a> 509-7843
Bus Transportation,	Mrs. Julie Speer	Assistant Principal/Communications	<a href="mailto:julie.speer@saintmaryacademy.com">julie.speer@saintmaryacademy.com</a> 315-2553

School Communications			
School Safety, Extracurriculars, MAP testing	Mrs. Fainche Craig	Assistant Principal	<a href="mailto:Fainche.craig@saintmaryacademy.com">Fainche.craig@saintmaryacademy.com</a>
Curriculum	Mrs. Valerie Graves	Curriculum Coordinator	<a href="mailto:Valerie.graves@saintmaryacademy.com">Valerie.graves@saintmaryacademy.com</a>
Counseling	Mrs. Kristi Kelly	Guidance Counselor	<a href="mailto:Kristi.kelly@saintmaryacademy.com">Kristi.kelly@saintmaryacademy.com</a>
Preschool Director/After School Care	Mrs. Teresa Butler	Pre-School/ASC Director	<a href="mailto:teresa.butler@saintmaryacademy.com">teresa.butler@saintmaryacademy.com</a>
Financial Assistance	Mrs. Angela Kerr	Business Manager	<a href="mailto:angelak@stb2008.org">angelak@stb2008.org</a> 815-3109
FACTS	Mrs. Missy Mattingly	Bookkeeper	<a href="mailto:missym@stb2008.org">missym@stb2008.org</a> 815-3111
Sycamore, Registration, Student Devices	Mr. Brett Lass	Director of Technology	<a href="mailto:brett.lass@saintmaryacademy.com">brett.lass@saintmaryacademy.com</a> 315-2555
Social Outreach Ministries, Youth Ministry, RCIA	Dr. Sharon Schuhmann	Pastoral Associate	<a href="mailto:sharons@stb2008.org">sharons@stb2008.org</a> 815-3103
Parish calendar, scheduling rooms, Mass intentions, access key cards	Mrs. Tina LaTulippe	Office Support Coordinator	<a href="mailto:tinal@stb2008.org">tinal@stb2008.org</a> 815-3102
GIFT, Sacraments, Children's Liturgy	Mrs. Elizabeth Auffrey	Director of Children Formation	<a href="mailto:elizabetha@stb2008.org">elizabetha@stb2008.org</a> 815-3108
Pastor's Mission Assistant, Parish communications, new members	Ms. Nancy Falls	Mission Advancement Advocate	<a href="mailto:nancyf@stb008.org">nancyf@stb008.org</a> 815-3106
Liturgy, Choir, Ministry scheduling	Mr. David Zorn	Director of Worship	<a href="mailto:davidz@stb2008.org">davidz@stb2008.org</a> 815-3104

School Hours: 7:55am – 2:45pm  
Main School Phone #: 502-315-2555  
School Fax #: 502-326-3655  
Website: [www.saintmaryacademy.com](http://www.saintmaryacademy.com)

## 32. WEEKLY SCHOOL INFORMATION

The Catholic community of Saint Mary Academy utilizes the Sycamore Education platform for batch email and text communications to families. The school and parish staff will use Sycamore and Flocknotes to keep you informed of school activities throughout the year, including the Friday Monarch Newsletter and other communications. Parent contact information is pulled from the Sycamore management system. This information is provided by parents and should be updated as needed. Please call the school office if you have any questions or need to make changes.

### **33. PARENT – TEACHER – STUDENT CONFERENCES**

Parent – Teacher – Student conferences are scheduled two times each year in the months of October and February. School is not in session on conference days. During these conferences, such issues as skills acquired, individual goals, test results, religious development, conduct, peer interactions, and social development are discussed. Since the conferences are counted as an attendance day, students who do not attend the conference, for whatever reason, are counted absent. Additional conferences may be requested by the teacher, parent or guardian at any time during the school year.

### **34. STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.), Saint Mary Academy presumes that either parent of a student has the authority to inspect and review the education records of the student unless the school has been provided with evidence that there is a legally binding instrument, or a state law or court order granting such matters as divorce, separation or custody, which provides to the contrary. In accordance with the Buckley Amendment, Rights of Non-Custodial Parents, non-custodial parents have the following rights:

- a. They will be given access to their child’s school records unless there is a court order to the contrary.
- b. Generally, the non-custodial parent has the right to talk to the school personnel.
- c. For other rights, the education institution is to refer to the custody section of the divorce decree. It is the responsibility of the custodial parent to provide the school with a copy of the official custodial document.
- d. Students will not be released to non-custodial parents without the consent of the custodial parent.

### **35. CLASS PLACEMENT**

The Principal, upon consultation with the teachers, will make decisions regarding class placement. These decisions are final and not subject to review. Placement will be based on the following criteria: Academic Achievement, Social Growth and Behavior, Peer Relations, and Gender Equity.

### **36. GRADING SCALE**

In grades K-2 the following grading scale will be used to determine grades: M - Mastery; P - Partial Mastery; N - Not Mastered

In grades 3-8 a traditional grading scale will be used to determine grades:

- 92.5% and above .....A
- 83.5% and above .....B
- 74.5% and above .....C
- 69.5% and above .....D
- Below 69.5%.....U

### **37. HOMEWORK**

Formal home study is assigned to help individual students become self-reliant and self-directed, to develop initiative, to facilitate independent thinking and to develop perseverance. When subjects are departmentalized, teachers are encouraged to coordinate assignments for the benefit of the child.

Home assignments may take the form of reading, studying or writing and are given at the discretion of the teacher. Students may not receive credit for missing or late assignments. All students work at different speeds. If your child is spending what you consider to be an excessive amount of time on homework, please see the teacher(s) concerning possible remedies and adjustments. Written or study assignments will focus on skills and concepts already taught and understood. The student should be able to complete these assignments independently. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Average time allotments per grade levels usually are:

Grade K:	15 minutes
Grades 1, 2:	30-40 minutes
Grades 3, 4:	40-50 minutes
Grades 5, 6:	60-70 minutes
Grades 7, 8:	75-90 minutes

In addition to the above allotment of homework time students are required to read 20 minutes in K-2 and 30 minutes in grades 3-8. Students may be asked to track reading on our digital reading log for K-5.

Extra time should be allotted for tests and/or long-term projects or assignments. Homework should be done neatly and handed in on time. Teacher directions for the assignment should be followed carefully. Homework may focus on studying for tests and quizzes, research, preparation for projects, background for upcoming lessons, skill reinforcement, as well as written assignments. It is important that the student work on long-range assignments a little each day so that they will be completed on time.

### **38. MISSED ASSIGNMENTS DUE TO ABSENCES**

Students are responsible for missed work/assignments due to absences. Students should follow established policies provided to students/families at the beginning of the school year. Students may not receive credit for missing or late assignments, please reference teacher syllabi for further information regarding expectations.

### **39. TESTING**

Testing is one component of Saint Mary Academy's overall academic program. It can provide invaluable insights to teachers and parents about a child's academic success. Saint Mary Academy participates in the testing program utilized by the Archdiocese of Louisville. This testing program includes readiness testing, academic aptitude and achievement tests, mastery tests, and teacher designed tests.

Students in grades K-1 are given the MAP Reading Fluency assessment three times per school year. The data is used in the classrooms by teachers to support student needs. Students in grades 2-8 are given the MAP Growth assessment three times per academic year and are assessed in the areas of reading, language arts, and math. Results of the testing are shared with parents prior to the end of the school year. Students in 5<sup>th</sup> and 8<sup>th</sup> grade take the ACRE test in March and 8<sup>th</sup> grade students also take an algebra proficiency exam in May.

School readiness protocol shall include ample time for gathering student information from a variety of sources such as teacher observation, family interviews, student work samples, valid readiness test, etc. School readiness and placement decisions shall be based on multiple factors and in consultation with a variety of individuals including, but not limited to parents, teachers, administrators, counselors, etc.

Specific programs shall be ever changing, based upon the developmental levels of incoming students, and include instructional plans to address those students who may be considered at risk for early school success.

Teachers use formative and summative assessments to guide instruction and measure a student’s progress toward specific objectives and standards in a lesson or unit. Formative assessments include a variety of methods used to evaluate student understanding, individual needs and progress throughout a lesson or unit. Summative assessments measure the level of proficiency obtained at the end of an instructional unit by comparing it to a standard. Grades for each subject are determined as listed below.

Grades K – 2:	60%	Summative	Grades 3 – 5	60% Summative	Grades 6-8	40% Summative
	40%	Formative		25% Formative		30% Formative
				15% Class/Homework		30% Class/Homework

Mastery tests are given to determine the extent to which students have learned or mastered a given unit, concept or level. The mastery tests are assessment instruments basic to the various adopted programs. They are not meant to differentiate among individuals or to determine standing with respect to a “norm group, but are designed to determine whether or not a student has achieved a predetermined level of proficiency in an adopted program.

#### **40. GRADUATION**

In accordance with Archdiocesan School Policies, “Closing exercises for students in grade eight should be simple, appropriate, and inexpensive.” The graduation ceremony is planned and arranged by the school. Graduation attire is a commencement gown (no cap) for both boys and girls. All accounts must be reconciled before student records are forwarded to the high school. Any student, who does not meet all the academic requirements for graduation, will receive a “Certificate of Participation” during the Graduation Ceremony. The graduate will receive his/her diploma when those requirements are fulfilled.

#### **41. PROMOTION POLICY**

If a student in grades K-7 fails to master the grade level curriculum in both **math and language arts (core subjects)**, then he/she may not be promoted to the next grade level, and Saint Mary Academy reserves the right to determine if the child may re-enroll.

Eighth grade students who fail math or reading/literature will be allowed to attend graduation. However, he/she will receive a Certificate of Participation, not a diploma. When the required work is satisfactorily completed and documentation has been received, he/she will be issued a certified diploma and the high school of choice will be notified that all credits have been completed.

#### **42. SUMMER SCHOOL REQUIREMENT (GRADES K-2)**

If a student in K-2 receives a year-end grade of an N (Needs Improvement) in reading or math, then he/she will be required to attend up to 20 hours of certified tutoring (not by a family member) or attend a certified summer school program. A parent meeting will be held prior to the end of school at which time the specific hours and goals will be assigned.

Satisfactory completion of the required work, with written documentation from the certified provider, is required for the child to be promoted, placed, or allowed to return to Saint Mary Academy. A Saint Mary Academy Accountability Form, or another certified progress report, must be fully completed, signed and returned to the learning coordinator one week prior to the start of the new school year.

#### **43. SUMMER SCHOOL REQUIREMENT (GRADES 3-8)**

If a student in Grades 3-8 receives a year-end grade of a U in Math or Language Arts, then he/she will be **required** to attend 20 hours of certified tutoring (not by a family member) or attend a certified summer school program in each content area. If a student receives a U in Social Studies, Science, or Religion, 10 hours of study skills will be recommended. A parent meeting will be held prior to the end of school at which time the specific hours and goals will be assigned.

Satisfactory completion of the required work, with written documentation from the certified provider, is required for the child to be promoted, placed, or allowed to return to Saint Mary Academy. A Saint Mary Academy Accountability Form, or another certified progress report, must be fully completed, signed and returned to the learning coordinator one week prior to the start of the new school year.

#### **44. GRIEVANCE PROCEDURE**

Saint Mary Academy strives to facilitate a spirit of willing cooperation between staff, students, parents and guardians. However, honest disagreements can and sometimes do occur at various levels. For those instances when the persons involved cannot reach an agreement, the following steps should be followed:

- A. Student and parents or guardian meet with the teacher.
- B. Principal meets with student, teacher, and parents or guardian.
- C. Parents may appeal to the Pastor
- D. Parents may appeal to the Archdiocese via the Superintendent

***Faculty, staff and administration are not at liberty to discuss disciplinary situations with anyone beyond their own child. Faculty, Staff and Administration may not release names or disciplinary measures related to other students involved***

# ATTENDANCE

## Sections 45 – 48

### 45. ATTENDANCE, ABSENCE & TARDY

In compliance with Kentucky State Law, Saint Mary Academy follows compulsory attendance laws (see 159.150 below). The school calendar is published prior to the start of each school year. Parents and guardians are expected to honor the school calendar when planning vacation and medical appointments.

#### **REPORTING AN ABSENCE**

When it is necessary for your child to be absent from school, please call the office at (502) 315 – 2555 before 8:30 a.m. When you call, please provide the following Information:

- o Your name
- o Your child's name and homeroom teacher
- o Reason for absence
- o Instructions for forwarding assignments if the student has been out more than one day
- o When returning to school, students must submit a written explanation of the cause of the absence. This note must be signed by a parent or guardian and will be kept on file for the school year. An absence of three or more consecutive school days must include a physician's note.
- o When missing school for reasons other than illness, the office should receive notification in writing at least one week in advance.
- o It is expected that if students are absent from school for a half day or more, they DO NOT participate in or attend any extra-curricular school sponsored activity that same afternoon or evening.

**IMPORTANT:** In the event of extended parental business trips or vacations, please send a written note with names and phone numbers of those caring for your children in your absence. *The school office must have written documentation of who will legally be responsible for your child(ren) in the event that a parent or guardian is not available.*

Please notify the school office of any changes in phone numbers, emergency contacts, etc. It is imperative that our school files be kept up to date. *A parent, guardian or other designated adult must be available in case of student illness.*

#### **EXCUSED ABSENCE**



Absences due to illness, a health condition, death in the family, family emergency or religious purposes will be marked as excused.

### **UNEXCUSED ABSENCE**

Absences due to any other reason than those listed above will be marked as unexcused.

Excused and unexcused absences will count towards the number of days in attendance. The principal will make the final determination as to whether an absence is excused or unexcused. Student returning from an unexcused absence should be prepared to make up assignments on the day they return and at the discretion of the teacher.

### **FAMILY TRIPS DURING THE SCHOOL YEAR**

It is not advisable for students to miss school or leave early for vacation (i.e. Thanksgiving, Christmas, Spring Break, etc.). Absences due to family trips are considered unexcused absences. Parents are strongly encouraged not to plan family trips to include school days. Regular school attendance is very important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interactions. Teachers will NOT provide assignments in advance to accommodate vacations. If a student is absent due to a family trip, they will be required to make-up essential assignments and tests, at the discretion of the teacher, within a week of returning from their trip. It is the student's responsibility to make arrangements with their teacher(s) to do so. If assignments and assessments are not completed in a timely manner, students will not receive credit for the work. Class time will not be used to make-up work when the student returns. If a student is going to miss school due to a family trip, written notification must be submitted at least one week prior to the student's absence.

Please reference individual teacher syllabi/expectations for up to date policy regarding absences during the school year.

### **EXCESSIVE ABSENCES**

After a student misses 7 days of school (excused or unexcused), a letter will be sent home informing parents of our concerns. In addition, once 10 absences are reached, the student may be placed on an attendance contract for the remainder of the school year and may not be allowed to participate in field trips, extra-curricular activities or special events. Any student absent more than 15 days may be required to attend summer school or said student could be retained based on lack of mastery of material.

### **EXCESSIVE TARDINESS**

Students are recorded "tardy" if they are not in the school building by 7:55 a.m. All students must report to the office when they are tardy and obtain a "Tardy Slip." Students arriving after 11:00 a.m. will be marked "one-half day absent." Arriving late to school constitutes an "unexcused" tardy unless a doctor's note accompanies the student. The Principal is the final recourse for determining whether any tardy should be classified as "Excused/Unexcused." Repeated tardiness implies a lack of growth in responsibility and a lack of respect for the teacher and fellow classmates.

- After a student accumulates 5 tardies, a letter will be sent home informing parents of our concerns. In addition, once 10 tardies are reached, the student may be placed on an attendance contract for the remainder of the school year and may not be allowed to participate in field trips, extra-curricular activities, or special events.

### **MAKE UP ASSIGNMENTS**

In the case of a one day absence, students will be assigned make-up work through google classroom (middle school students) or when they return to school the next day. If a student is absent (excused) for more than one day, the student has as many days as he/she was absent to make up work (i.e., two days absence means two days to make up work). In cases of an extended absence (a week or more), the parent/guardian should notify the teacher, principal, and the school office. Parents of students in middle school should contact each of the child’s teachers. It is the student’s responsibility, in collaboration with parents and teacher(s) to complete missing assignments and assessments. Students returning from an unexcused absence should be prepared to make up assignments on the day they return and at the discretion of the teacher. See middle school syllabi for additional information.

### **LEARNING EXPECTATIONS DURING EXTENDED ABSENCES**

Saint Mary Academy does not offer a full time virtual learning option. There may be times when your child will be required to quarantine or miss school for extended periods of time. These situations will be treated like a normal absence (refer to “Make Up Assignments”) in which students will check Google Classroom, Sycamore, SeeSaw, and/or email to complete assignments at the teacher’s discretion. Some make-up assignments or assessments may be required upon return to in-person instruction. In addition, students may be requested to join a class virtually at the teacher’ discretion.

## **46. INCLEMENT WEATHER (SNOW/ICE)**

If school is canceled for inclement weather, any days missed that were not “built-in snow days” will be made up during the school year via online school or they may be added to the end of the school year. When school is canceled, an announcement will be sent to families via our SYCAMORE ALERT program and the announcement will be made on radio and television (WHAS 840AM/WHAS 11, WLKY 32, WAVE 3). In the event that Jefferson County Catholic Schools are canceled, this will include Saint Mary Academy. One of the following announcements will be made:

- a. All Catholic Elementary schools in Jefferson County are OPEN.
- b. All Catholic Elementary schools in Jefferson County are OPEN BUT ON DELAYED SCHEDULE (Saint Mary Academy will begin at 10:00 a.m. with doors opening at 9:30 a.m. Dismissal will be at the regular time.)
- c. All Catholic Elementary schools in Jefferson County are CLOSED.

NOTE: If there is no weather announcement, schools are open.

## **47. NON-TRADITIONAL INSTRUCTION POLICY**

Saint Mary Academy may utilize online/alternative instruction for 1-5 days in the event of inclement weather or other emergency. We will use the following guidelines in developing and implementing online/alternative school options.

- a. Activate online/alternative school by notifying parents and students via Sycamore Alert System.
- b. Communication between teachers and students will be via Sycamore, Google Classroom and/or emails.
- c. Teachers will post or e-mail assignments by 9:00 a.m.
- d. Attendance will be based on completion of assignments.
- e. Work assigned by teachers for online/alternative school will be comparable to work assigned during a regular school day and will be assessed accordingly.
- f. Students are expected to spend approximately 30-60 minutes per class as determined by each teacher, the schedule, and the age of students.

**MIDDLE SCHOOL:** Online school work will be due the day the students return to school. Students are expected to work four hours each online school day. Parents/Students must notify the teacher if there are extenuating circumstances that prevent the student from completing the online work.

**K-5:** Students have three days to complete their work. Teachers will post the due date. Students are expected to work four hours each online school day. Parents/Students are to notify the teacher if there are extenuating circumstances that occur which prevent the students from completing the online work.

#### **48. SHADOWING AT AREA CATHOLIC HIGH SCHOOLS**

7<sup>th</sup> and 8<sup>th</sup> grade students may take two days (excused absence) for shadowing. Students are encouraged to shadow at a high school only on the days when Saint Mary Academy is not in session. Students may not shadow on a retreat day, the last week of a trimester, or when classroom assessments are scheduled (at teacher's discretion). After the initial two days, a student's absence will be unexcused. In order to qualify for the excused absence, the official shadowing form must be used (if shadowing at a Catholic High School). 7<sup>th</sup> grade students may shadow in Catholic high schools in the spring; 8<sup>th</sup> grade students may shadow in the fall. "A Guide to Shadowing for Students and Parents," published by the Archdiocese, is available in the fall. A form is included that must be filled out by the parents each time the student shadows. The form must be signed by the parent, student, elementary school principal and an official at the school being visited. Upon returning to school, the student must return the Shadowing Verification form to receive an excused absence. No more than five students may shadow on the same school day. Please refer to this guide for further information and the necessary forms. Unless there are extenuating circumstances, students should not shadow after May 1.

# TRANSPORTATION

## Sections 49 - 51

### 49. ARRIVAL AND DISMISSAL

Morning carpool times are from 7:30 – 7:50am. During this time-frame, students and faculty will be in place to assist with drop off. Preschool students should proceed directly to their homeroom. Between 7:30-7:40, K-5 students should proceed to the gymnasium and 6-8 students should proceed to the cafeteria where they will be supervised. At 7:40, all K-8 students will be escorted to homerooms. If a child's temperature is 100.4 or higher, he or she must remain at home and should not return to school until at least 24 hours fever free. A doctor's note will be required prior to coming back to school.

Saint Mary Academy cannot accept responsibility for students arriving before or staying beyond designated times unless the student is involved in a school sponsored, supervised activity.

If you need to park and unload during morning carpool, please do so in the designated parking lot area and cross traffic at the designated crosswalks. All drivers should be alert for walkers.

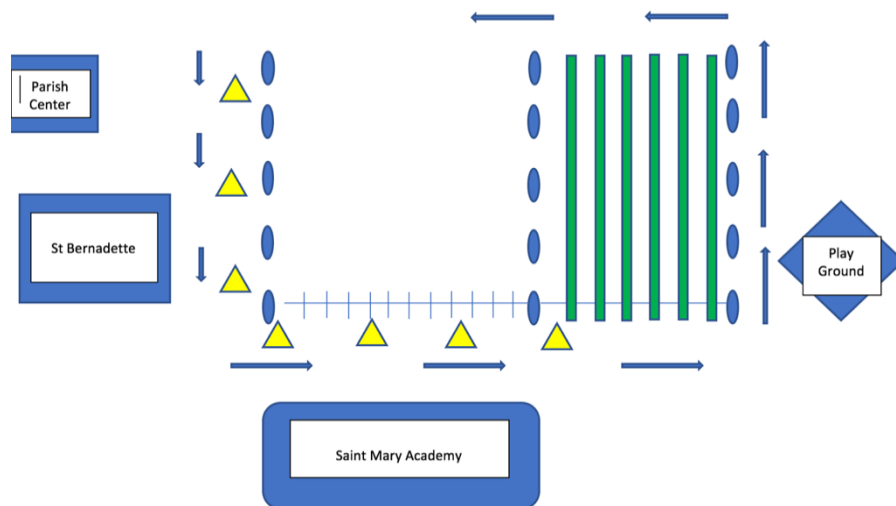
### Pre-School, Pre-K, & Kindergarten Morning Carpool Route

- If Pre-school, Pre-K, and Kindergarten students have an older sibling, they are permitted to use this entrance as well.



### 1<sup>st</sup> - 8<sup>th</sup> Grade Morning Carpool Route + Afternoon PreS-8 Route

- For 1<sup>st</sup> – 8<sup>th</sup> grade morning drop-off, follow the blue arrows.
- For PreS-8<sup>th</sup> grade afternoon dismissal, line up on the green rectangles and follow the yellow triangles when rows are dismissed. Pre-school families line up on the row closest to the playground.



### **Morning Drop-Off Procedures**

1. Enter the parking lot off Saint Mary Lane. **Do not use the driveway in the back of the school. That driveway is an emergency lane for fire trucks.**
2. As you enter, stay to the right of the main lot and travel along the parking lot to the end of the sidewalk.
3. Students are to **exit the car on the passenger side only.**
4. Please refrain from using cellular devices while in carpool.
5. Please pull forward as far as possible to the end of the sidewalk to allow the maximum number of vehicles to drop off at one time.
6. **Do not drive around stopped vehicles in the carpool line.**
7. Exit the parking lot through the north exit onto Saint Mary Lane.
8. Unless there are extenuating circumstances, all students in Pre-school through 8<sup>th</sup> grade should use carpool for drop-off.

### **50. AFTERNOON CARPOOL**

The dismissal procedure is designed to protect our children and is planned to be controlled and safe. It is imperative that all adults and students observe the school dismissal process. Attempting to “circumvent the system” in order to get away more quickly could seriously endanger the lives of others. Parents are asked to comply with the following procedures:

1. Enter the parking lot off Saint Mary Lane at the North entrance. **Do not use the driveway in the back of the school. That driveway is an emergency lane for fire trucks.**
2. As you enter, travel straight along the backside of the parking lot.
3. Enter the parking lot and pull forward as far as possible to the cones to allow the maximum number of vehicles to get into the lot. After each row is filled, drive to the

- front of the next row. Pre-school parents should line up by the basketball courts closest to the playground. Buses will line up along the curb up in front of the school.
4. Be sure to hang car tag numbers on rear-view mirror. A faculty member will record numbers by row and enter them on a Google document. Teachers display this document on Clevertouch boards throughout the dismissal process so that students can identify the row your vehicle is located.
  5. When students are dismissed, all traffic will come to a stop. There will be no movement in the lot until all children are in their cars, or back on the sidewalks.
  6. 2:30 - Pre - school students will be dismissed from the side door. A staff member will release the pre-school line prior to all-school dismissal.
  7. Announcements will begin at 2:36 and K-8 student dismissal will follow. Dismissal time is at 2:45.
  8. Student bus riders, walkers, and bike riders will be dismissed first. Once the buses have departed, we will begin to call car riders by carpool rows. Students will remain in their homerooms until their row is called.
  9. Orange cones with row numbers are placed at the start of each car line for easy student identification. Parents should stand by their cars to assist students. Students will proceed directly to their cars.
  10. Rows of cars will be dismissed by a staff member once all students are in cars or back on the sidewalk.

### **Additional Dismissal Protocols:**

- If you are not able to locate your child and return to your vehicle before cars are released, notify a staff member as your row is dismissed and park in the front of the lot closest to the school. Your child will be escorted to your vehicle once the traffic flow has stopped.
- Do not allow your child to climb on top of a vehicle or hang out the sunroof or windows.
- Please keep all pets in your car.
- Parents must obtain Parking Passes from the front office if there is a need for early dismissal on a regular basis. There are a very limited number of these available and should only be requested for extenuating circumstances.

No child will be dismissed early without written request or a request made in person by the parent by 2:15. There will be no early dismissals after 2:30. Parents are required to notify the homeroom teacher and school office as to what time your child will be picked up. Parents will sign the student out in the office. Children will not be released to persons other than their parents or guardians without a prior written request signed by a parent or guardian. Phone calls will be allowed only on an emergency basis.

Students are to leave school grounds promptly at their dismissal times. Students delayed in leaving school who are not picked up by 3:00pm, will be sent to the After School Care Program and parents must pay a fee for this service. If students are consistently late in being picked up, their parents or guardians will be contacted to remind them of the school's dismissal time. If the problem persists after parental contact, the student will be required to enroll in the Saint Mary Academy's After School Care Program.

### **Bikers and Walkers**

In order for a student to walk or ride a bike to and/or from Saint Mary Academy, documentation of parent permission to do so must be on file in the school office. Bikers and walkers are expected to cross at the intersection where the crossing guard is located. Students may not be designated as a walker in order to be picked up alongside the church/parish street parking spaces, or along neighborhood streets. Follow the designated safe afternoon carpool procedures.

### **Inclement Weather**

In the event of extremely inclement weather at dismissal, a text message will be sent indicating that we will follow an alternate dismissal plan. Should you receive this message, all students will be held in the gym and parents will need to come to the gym doors to pick up their child(ren).

## **51. BUS RIDERS**

School bus transportation is provided for a fee to families within certain geographical boundaries. Students must obey all school bus rules as directed by the bus driver and the principal, or risk losing the privilege of riding the bus indefinitely or for a determined period of time. If this occurs, it is the parents' responsibility to provide transportation, and no money is refunded. In the event that there is an issue with a bus, parents will receive a text message and/or email via Sycamore.

### **Bus Routes**

- The bus company and school personnel will determine the bus routes for Saint Mary Academy. The bus company will have final say regarding the bus route. A schedule of stops and times will be distributed via Sycamore.
- Students are expected to arrive at the pick-up point at least five minutes prior to scheduled pick-up.
- In the event the carrier makes changes in the schedule, parents/guardians will be notified at least two days prior to the schedule change.

### **Fees**

- All bus riders must pay an annual fee based on the cost of the bus contract and the number of riders. Transportation fees will be posted to a student's FACTS account and will be paid over a ten month period.
- Non-payment of fees will result in a loss of bus service.
- Fees are based on round trip transportation.
- Bus transportation privileges may be suspended or withdrawn for inappropriate behavior. In case of suspension / withdrawal from bus service, there will be no refund of fees.

### **Conduct While Waiting to Board the Bus:**

- Keep the roadway clear of books, clothing, and other articles. Never play in the path of traffic, and stand well away from the road when the bus approaches.

- Do not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for the bus.
- Avoid making excessive noise.
- Remember that fighting at a bus stop and / or on the way to and from a bus stop subjects the student to disciplinary action.
- Do not run alongside the bus when the bus is moving. Wait until the bus has stopped; then walk to the door and board the bus in an orderly manner. Do not push or shove.
- If crossing a street to load the bus, wait until the bus has stopped and the driver signals you to cross.

### **Conduct While Riding the Bus:**

Students are expected to act responsibly and in accordance with school policies. They should exhibit Christian character and behavior towards each other and the driver at all times.

- The driver of the school bus is in complete charge of the passengers while they are aboard. Students are to obey the driver's instructions. The bus driver has the authority to assign seats. All concerns should be brought to the attention of the principal / assistant principal.
- Students are to remain seated with their seatbelts fastened while the bus is in motion.
- Students should not extend arms, legs, head, or other objects out of the bus.
- In case of an emergency, students shall remain in their seats and wait for directions from the driver.
- Tampering with the emergency door, fire extinguisher, or other equipment on the bus is not permitted.
- Do not mar or deface the bus. Seat coverings must not be damaged in any manner. Offenders will be subject to disciplinary action and/or restitution.
- Only registered and paying students are allowed to ride the bus.
- Students must ride the same bus to and from school.
- Students are permitted to leave the bus at their regular stop only. Changes must be made with the parent's/guardians written request approved by school office personnel.

### **Responsibility of Parents/Guardians:**

- Report any alleged misconduct on the bus to the assistant principal or principal.
- Encourage your child to observe all safety and conduct regulations established for the safe and efficient operation of the bus.
- Observe extreme caution when approaching a bus stop, a moving bus, or a stopped bus.
- In the event that a student who normally does not ride the bus wants to go home with a student who does, both parents must submit a note to the school office requesting approval.



## DAILY OPERATION

### Sections 52 - 56

#### 52. RECESS POLICY

Every child who is well enough to be in school is well enough to play outdoors at recess time. Recess is part of the whole school program. During inclement weather, or on very cold days, all students remain indoors at the teacher's discretion. To ensure the safety of the children on the premises, teachers and/or instructional assistants will be present to supervise.

#### 53. LUNCH

Children are encouraged to participate in the lunch program provided by the school. A well-balanced hot lunch is served daily at a cost of \$3.75 for students and guests, with premium meals at \$6.25. There will be several options available each day including ala carte items like fruit cups, baked chips, low calorie sweet treats, Gatorade, low calorie flavored water, 100% juice boxes, and water bottles. All entrees and vegetables on the menu can be purchased ala carte. The monthly lunch menu is posted in Sycamore. Lunches are paid for in advance through FACTS and balances may be checked using Sycamore. Children who bring their lunch may purchase milk or water each day. **NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM** without permission from the Principal. Food items purchased at school may not be taken from the cafeteria. Students are responsible for cleaning up after themselves and their area, and as assigned by staff. Students will follow safety procedures for entering, exiting and movement during lunchtime.

Saint Mary Academy has a quality lunch program. To ensure its continued success, parental involvement is essential. Parents interested in volunteering may contact the cafeteria office to schedule your time to work.

#### **Free/Reduced Lunch:**

Parents who are eligible are encouraged to apply for free or reduced priced lunches for their children. Forms are available in the business office. The confidentiality and right to privacy of our families and students receiving this service is of highest priority.

## **54. SNACKS**

Students in grades K-8 may bring a clear plastic reusable water bottle. Water is the only permitted beverage. Students in grades K-5 will have the opportunity for a daily snack/water break. Students may bring one healthy, single serving-size snack to school. They are not allowed to share snacks with other students. All snacks must be peanut/nut free. Due to dietary needs/allergies of specific students in a particular homeroom/grade level, snack options may be limited or have further stipulations that will be communicated by the teacher(s) as necessary. Gum, mints, and candy are not permitted during the school day.

## **55. CLASSROOM PARTIES AND BIRTHDAY TREATS**

Parties are held at the discretion and direction of the classroom teacher and principal. P.T.O coordinates Halloween, Christmas and Valentine's Day classroom parties. Room parents only will be in charge of hosting classroom parties. Parties may not be held to acknowledge individual student birthdays. School parties and celebrations strive to be inclusive of all students. Therefore, invitations and/or gifts for parties and special occasions outside school hours may not be exchanged on the way to/from school or during school. Room parents and class volunteers are required to have SAFE environment training.

Parents and students (Preschool through 8th grade) may not bring food items such as cupcakes, cookies, candy, donuts, etc. to celebrate their birthday. Please do NOT bring treat bags for all students. Instead, if you and your child would like to bring something in to celebrate a birthday, you may want to consider a book for the classroom library.

## **56. DURING SCHOOL**

### Hallway Expectations

- Students should walk to the right side of the hallway to keep traffic flowing.
- Pre-school - 5th grade students should remain silent during transition times.
- Middle School students should remain silent when transitioning to areas outside of the Middle School hallway. Students may talk during class changes within the Middle School hallway but not in a loud or rude manner.

### Announcements

- Students are to be quiet and attentive during WSMA and all PA announcements.
- Students should participate in reciting daily pledge and prayer.

### Bathroom

- Students should treat bathroom facilities with respect.
- Students should use the bathroom and return to class promptly, refraining from loitering.
- MS students are permitted to use the bathroom during transition time. Emergency use during instruction time is permitted with teacher approval.

## **HEALTH AND SAFETY**

### **Sections 57 – 65**

#### **57. INSPECTION & MANAGEMENT OF ASBESTOS-CONTAINING BUILDINGS**

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called “AHERA”. In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided to comply with those most recent notification requirements.

Saint Mary Academy was not constructed with any asbestos containing materials.

#### **58. SCHOOL VISITORS**

Saint Mary Academy welcomes parents, guardians, parish members, and community visitors. ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE OFFICE. All parents or guardians who are in the building to work in the cafeteria, health room, library, classroom, or for any other purpose, will sign their name, time in, and reason for visit. These individuals will drop off their car keys and receive a visitor’s lanyard that must be worn while in the building. Upon departure, the individual must sign out with the time, return the visitor lanyard, and pick up their car keys. This policy applies to all individuals who come into the school building for a specific purpose. Former students are asked to visit after school hours.

#### **59. EMERGENCY PROCEDURES**

In order to protect the lives of our students, parents, guardians and faculty, Emergency procedures are designated in the event of fire, tornado, earthquake and other disasters or threats according to the directives of the State of Kentucky, Jefferson County, and the Archdiocese of Office of Lifelong Formation and Education. Teachers will follow the procedures set forth in the Saint Mary Academy Crisis Management Plan. Teachers will remain with students until they have been picked up by a parent, guardian or other designated adult or dismissed by the principal. In the case of an emergency, communications to parents and guardians will be sent via text messages through Sycamore.

#### **60. EVACUATION PROCEDURE**

In the event of natural disasters, environmental hazards, or other emergencies, it may become necessary for Saint Mary Academy to evacuate and supervise students for several hours.

Depending on the nature of the emergency, the faculty, staff, and students may be found at the following locations:

- a. School building;
- b. School grounds;
- c. Church basement;
- d. Norton Commons YMCA;
- e. Northeast Christian Church
- f. Unknown site to be assigned and publicized by emergency officials.

Proper authorities will direct and guide parents or guardians in the event they need to pick students up from Saint Mary Academy or an alternate site.

## **61. HEALTH RECORDS**

State law requiring immunization of all children less than 18 years of age against diphtheria, tetanus, polio, measles Hepatitis A and Hepatitis B requires immunization certification for all children entering school for the first time and those who transfer from other school districts to schools in this county. Original immunization certificates are kept on file with the child's health record. ***These must be kept current at all times.*** All students entering kindergarten, or students new to Kentucky, must have a complete physical within one year prior to entering that grade. Physician documentation of that physical must be turned in to the school office prior to the start of the school year. Students entering sixth grade must have an updated immunization certificate and a sixth grade physical exam turned in by the start of school. Failure to provide evidence of compliance with Kentucky State Statutes concerning health requirements will result in exclusion from school.

Effective July 1, 2018, ***all*** students in kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school.

To meet this requirement, a ***current*** Certificate of Immunization Status must be provided to Saint Mary Academy showing the dates your child received the two doses of Hepatitis A vaccine. If your child has already received two doses of Hepatitis A vaccine, he or she will not be required to receive the series again.

The current Kentucky immunization regulations do not permit philosophical exemptions to immunizations. The Archdiocese of Louisville has no religious objection or prohibition against immunizations and, in fact, the Archdiocese of Louisville encourages immunization and adheres to all applicable immunization and health requirements.

If a parent/guardian wishes to claim a religious exemption, then this must be submitted on the Commonwealth of Kentucky approved form. This form must be fully completed, signed, and notarized. In addition, the parent or guardian will be required to execute a waiver and release for the Archdiocese of Louisville. Once the religious exemption documents have been properly completed and returned to the school, the student may be admitted if the student has met all the school's other admission requirements.

If a child has a chronic illness or is highly allergic to any insects or foods, this should be recorded on the child's permanent health record.

Proof of a vision examination by an optometrist or ophthalmologist must be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled. Vision examination information may be reported on the Kentucky Eye Examination Form for School Entry.

## **62. STUDENT HEALTH**

Office staff will manage minor first aid, isolation, and observation of an ailing child. Saint Mary Academy is forbidden by law to supply students with over-the-counter medication. Over-the-counter medication may be administered to students only when a parent provides the medication and completes the necessary paperwork.

Students who must take prescription medication during the school day must have their parent or guardian bring the medication to the school office in the original pharmacy container with label noting child's name along with a note signed by **both** a parent or guardian **and** the prescribing physician to the office (see form provided in registration packet). See medication section below for more information concerning both prescription and OTC medications.

Parents or guardians will be contacted when a child needs to be sent home. To enable the office to reach parents in an emergency situation, special forms listing phone numbers are on file in the school office. However, if you are out of town or will be away from home or work on a particular day, please let the school office know your whereabouts. ***Please be sure someone is designated as an emergency contact in your absence and that the school has updated records and contact information.***

School personnel will take precautions against the spread of illnesses. These precautions may include the use of protective thermometer covers, the wearing of plastic gloves, the use of disinfectant spray, the periodic checking of children for reported ailments (i.e. head lice, chicken pox, etc.), etc. **DO NOT SEND ANY CHILD TO SCHOOL WHO IS ILL IN THE MORNING. CHILDREN ARE TO BE FEVER FREE FOR 24 HOURS (WITHOUT MEDICATION) BEFORE THEY RETURN TO SCHOOL.**

### **HEALTH SERVICES**

Monitoring the physical well-being of students has long been the responsibility of the schools. The following health screenings will be performed on an annual basis: height and weight (grades K-5), vision (grades 3 & 5), hearing (grades K-3) and a scoliosis exam (grades 6 & 8). Health screenings will be performed by Saint Mary Academy volunteers and all results will be disclosed to Saint Mary Academy.

You may prefer that your child not participate in any or all of these screenings at school. If such is the case, you are required to present a doctor's statement with results for your child's Health File at school no later than the date of scheduled SMA screenings.

## **ELEVATOR USE**

An elevator is available for use by students, who because of a medical condition, may need to use it. It is not available for general use by the student body before, during the school day, or for going to or leaving school-sponsored activities held after school. Any student using the elevator without the school's permission is subject to disciplinary action.

## **63. MEDICATION**

Medication should be given at home when possible. If school personnel are giving medications, it will be administered in the school office and documented on the medication log. Students may not keep any medication, including cough drops, in the classroom. If a student requires medication during the school day, parents or guardians must complete a medication form (available in the school office) for each child, complete with a physician's signature.

Prescription medication should be sent to school in its original container with the prescription label attached, which includes the physician's directions for dispensing the medication. KRS 218A.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel. If a child must carry a prescription medication at all times, this must be cleared with the school office and the required form must be kept on file in the school office.

Over-the-counter medications must be held in the school office with a note from the parents or guardians. Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or guardian provided a completed Authorization to Give Medication Form is on file. Physician or health care provider approval is not required for use of non-prescription medication. **The medication should be in the original container and brought to the school office. Parents must then complete the required paperwork so that the medicine can be dispensed to the child. Students are not to self-medicate or give medications to another student.**

## **64. HEAD LICE**

Head lice are a concern in every school. Saint Mary Academy staff may check students for head lice given the following criteria:

- a. When notified a case of head lice in a specific classroom and/or grade level;
- b. When a teacher suspects head lice

When a case of head lice is reported or discovered, the school will send a letter home electronically, via Sycamore, to all parents in the classroom/grade level.

## **65. COUNSELING PROGRAM**

A counselor is on staff to serve the needs of students, parents, and teachers. The counselor provides classroom guidance sessions and small group and individual counseling. Referrals may be initiated by parents, teachers, or the principal. Students may also initiate services.

## **66. REPORTING CHILD ABUSE**

Kentucky law is explicit on the subject of child abuse. Any teacher or school administrator shall report or cause reports to be made:

1. If there is reasonable cause to suspect that a child under the age of eighteen has had serious injury inflicted upon him/her other than by accidental means;
2. If there is reasonable cause to suspect that a child's health appears to be endangered from malnutrition, sexual abuse or gross neglect which would affect either the physical, mental or emotional well-being of the child.

Kentucky law provides immunity from any liability, civil or criminal, to the person or persons acting upon a reasonable cause in making the report.

The Catholic schools of the Archdiocese of Louisville are bound by the state and local laws to report child abuse and neglect.

1. Failing to report is a Class B misdemeanor punishable by law. KRS 620.990 Anyone acting upon reasonable cause in the making of a report in good faith shall have immunity from civil or criminal liability. KRS 620.050 (1). No privilege, except attorney-client or clergy/penitent is grounds for failing to report.
2. KRS 620.030 of Kentucky law states that “any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, the Commonwealth's attorney by telephone or otherwise. Any supervisor who received from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report for investigation.”
3. A **dependent child** is one who is under improper care, custody and control due to no fault of the parent. An **abused child** is one who is physically, sexually or emotionally abused or exploited or at risk of being physically, emotionally or sexually abused or exploited. A **neglected child** is one who is not provided with adequate care, supervision, food, clothing, shelter, education and medical care necessary for his/her well-being. KRS 600.020

4. A report may be made to the Crimes Against Children Unit, (502) 574-2465, the Child Protective Services in Louisville, (502) 595-4550, or the Abuse Hotline at 1-800-752-6200. Individuals may also call 911.
5. A report may be followed by a visit to the school from Child Protective Services if the agency personnel determine there is enough information to investigate. School officials must cooperate with the investigator and should request to see appropriate identification. If a child gives permission, a school official may remain in the room while a student is interviewed. School officials are not required to inform the child's parents of the interview by Child Protective Services.
6. School officials must report unprofessional behavior or comments from a CPS Investigator to the director of the Child Protective Services Agency.



# **BASIC VALUES AND EXPECTATIONS**

## **Sections 67 - 84**

The goal of Christian discipline is self-discipline. The student freely chooses one form of behavior over another. Students must learn to accept the consequences of that chosen behavior. The student who chooses specific actions that violate the rights of the school community must be dealt with in Christian justice.

It is essential that there be a classroom atmosphere conducive to learning. Students must come to class with an attitude that respects the desire to learn. They must convey that attitude by being prepared with necessary materials (including homework) and by paying attention and allowing other students in the room to pay attention also.

To encourage the individual student's contribution to the school atmosphere, opportunities are provided:

- to enable the student to develop respect for other persons such as fellow students, priests, teachers, and other school personnel;
- to help the student to appreciate and respect the possessions of others and all school materials and furnishings;
- to show respect toward those who serve him/her throughout the school day.

## **67. CLASSROOM RULES**

Each teacher makes clear the rules and procedures that are to be followed in that classroom and the consequences for failing to keep classroom rules. Classroom behavior expectations are posted in the classroom. Expectations are established at the discretion of each individual classroom teacher. In an emergency, if it is necessary for a teacher to leave the room, it is expected that all children remain in their seats until the teacher returns to the room.

- Fidgets, toys, cards, games, etc., are not permitted without permission from the teacher.
- Headphones, earbuds, airpods, etc., are not permitted during the school day unless authorized by the teacher for academic purposes.

## **68. GROOMING / DRESS**

The purpose of the dress code is to ensure that all students are dressed in a uniform manner so as to focus attention on education, to ensure the safety of students, and to promote a community spirit. Students are to be neatly dressed and well-groomed each day. The homeroom teachers and school administration are the decision makers regarding acceptability of dress and hairstyle.

Uniform violations will be documented by the homeroom teacher and could result in the student receiving a detention. Depending on the infraction, parents may be called to bring in appropriate clothing to school. Students who are out of dress code may be asked to wait in the office until appropriate clothing arrives.

Parents are strongly urged to label all items with a student's name. A lost and found area is located in the cafeteria. Unclaimed items will be discarded.

The following dress code has been established:

## **GIRLS**

Jumper/Skirt/Skort

Jumpers, skirts and skorts must be Saint Mary Academy plaid in the styles available at Shaheen's. Jumpers, skirts and skorts may be no more than 4" above the crease of the knee. Skirts should not be rolled to meet length requirements.

Tights/Leggings

Solid navy or opaque Leggings or yoga pants must be ankle length, not cropped. Sweatpants may NOT be worn with uniform jumper or skirt during the school day. **Only P.E. sweatpants/track pants are allowed during recess.**

Shirt

White, yellow, or green long or short sleeve polo, with the SMA logo, purchased from our vendor, Shaheen's. Green and yellow shirts MUST have the SMA logo and must be purchased from Shaheen's. White shirts only may or may not have the logo.

Middle school students only are permitted to wear a navy blue dri-fit shirt with the SMA logo, available from Shaheen's.

Undershirts

If undershirts are worn, they must be solid white. No colored or stamped undershirts may be worn.

Sweatshirts/ Fleece/ Pull-Overs

Only the following items purchased from our vendor, Shaheen's, may be worn with uniform shirts during the school day:

- Forest green crewneck Saint Mary Academy sweatshirt or fleece (all students)
- Forest green or navy blue dri fit pullover with Saint Mary Academy logo (Grades 6 – 8)
- A uniform shirt/blouse must be worn underneath the sweatshirt or sweater with the shirt collar showing.

Sweaters

White, navy or forest green crew neck, V-neck pullover, or cardigan with no colored trim or initials. **No hoodies are allowed.**

Slacks

Kindergarten to fifth grade: Navy blue uniform style with belt loops. Sixth to Eighth grade: Khaki uniform style with belt loops. No jeans, corduroys or cargo pants.

Shorts	<p>Shorts may be worn year round.</p> <p>Kindergarten to fifth grade: Navy blue uniform style with belt loops.</p> <p>Sixth to Eighth grade: Khaki uniform style with belt loops.</p> <p>Pants and shorts must fit properly, especially at the waist and ankles. The “baggy” and sloppy look is not appropriate for school. Clothes that are frayed or have holes, even if purchased that way, are not appropriate for school.</p>
Socks	<p>Solid navy, black, or white knee socks, crew or sport socks. Socks must be visible over the top of the shoe. Socks with matching brand logos are permitted.</p>
Shoes	<p>Closed toe dress shoes or sport shoes may be worn. Cleats, clogs, clogs, mules, roller skate shoes, shoes that light up, flip flops, boots, Uggs, high heels, or sandals are not permitted. Shoes must be tied at all times.</p>
Belts	<p>Solid navy, brown, or black required with all pants.</p>
Hair	<p>Hair should be neat with bangs not covering the eyes. No beads should be worn in the hair. Colored (primary or rainbow color) hair is unacceptable. Headbands and bows are acceptable, but should not be a distraction to other students. Bandannas, tiaras and animal ears are not permitted. Extreme hairstyles and shave artwork are not permitted. School administration will determine what is extreme or unacceptable (this includes color, cut, style and accessories).</p>

## Make-up

Make-up of any kind is not permitted. Nail polish and gel tips (including French manicures) are not permitted for students in grades PreS-8<sup>th</sup> grade. Tattoos must be covered. Body art including drawings, stickers, etc., is not permitted.

## Jewelry

For safety reasons, girls are not permitted to wear dangling or hoop earrings; stud earrings only are permitted (one per ear).

Students may wear a necklace with a religious cross or medal to school, along with a watch. No other jewelry should be worn to school, including bracelets. Accessories that allow internet access are not permitted.

## **BOYS**

### Shirt

White, yellow, or forest green, long or short sleeve polo, with the SMA logo, purchased from our vendor, Shaheen's. Green and yellow shirts **MUST** have the SMA logo and must be purchased from Shaheen's. White shirts only may or may not have the logo.

Middle School students only are permitted to wear a navy blue dry fit shirt with the SMA logo, available from Shaheen's.

### Undershirts

If undershirts are worn, they must be solid white. No colored or stamped undershirts may be worn.

### Sweatshirts/ Fleece/ Pullover

Only the following items purchased from our vendor,

Shaheen's, may be worn with uniform shirts during the school day.

- Forest green crewneck Saint Mary Academy sweatshirt or fleece (all students)
- Forest green or navy blue dry fit pullover with Saint Mary Academy logo (Grades 6 – 8)
- A uniform shirt/blouse must be worn underneath the sweatshirt or sweater with the shirt collar showing.

**No hoodies are allowed.**

### Pants

Kindergarten to fifth grade: **Navy blue school uniform style** with belt loops. Sixth to Eighth grade: Khaki uniform style with belt loops. No jeans, corduroys, tight fitting, cargo, or stretch style pants.

Shorts

Shorts may be worn year round. Kindergarten to fifth grade: Navy blue uniform style with belt loops; Sixth to Eighth grade: Khaki uniform style with belt loops. Pants and shorts must fit properly, especially at the waist and

Belts

Socks

ankles. The “baggy” and sloppy look is not appropriate for school. No corduroys, cargo, tight fitting, or stretch style shorts. Clothes that are frayed or have holes, even if purchased that way, are not appropriate for school.

Solid navy, brown, or black required with all pants.

Solid navy, black, or white crew/sport socks. Socks with matching brand logos are permitted. Socks must be visible over the top of the shoe.



Shoes

Closed toe dress shoes or sport shoes may be worn. Cleats, crocs, clogs, mules, roller skate shoes, shoes that light up, flip flops, boots, Uggs, or sandals are not permitted. Shoes must be tied at all times.

Hair

Boys must wear hair cut off at the collar, above the ears, and out of the eyes. Colored (primary or rainbow color) hair is unacceptable. Extreme hair styles and shave artwork are not permitted. The principal determines if specific hairstyles are inappropriate.

Jewelry

Boys are not permitted to wear earrings. Students may wear a necklace with a religious cross or medal to school, along with a watch. No other jewelry should be worn to school, including bracelets. Accessories that allow internet access are not permitted. Tattoos must be covered.

Facial Hair

No facial hair; boys must be clean shaven.

## **PHYSICAL EDUCATION DRESS CODE**

Shirt

K – 5 Students: Gray T-Shirt with school logo purchased from the Saint Mary Academy supplier (Shaheen's), or any SMA spirit wear top. Middle school students may wear the

gray PE T-shirt with the school logo, house shirt, or any SMA spirit wear top.

Shorts

School logo shorts purchased from Shaheen's. Girls have the option of wearing the "badger" short purchased from Shaheenn's.

Sweatpants

Green or navy school logo sweatpants, or navy blue SMA track pants purchased from the Saint Mary Academy supplier (Shaheen's). Girls may wear PE sweatpants/track pants OR skirts, but may not wear both within the school building.

Sweatshirt

Green school logo sweatshirts purchased from the Saint Mary Academy supplier (Shaheen's). Spirit wear sweatshirts are also permitted.

Shoes

Athletic shoes with non-scuffing soles must be worn for P.E. Athletic shoes with laces must be tied at all times.

## **SCOUTS AND CLUB MEMBERS**

Scout Troop Members: Scout uniforms may be worn on meeting days.

## **FOR ALL STUDENTS**

All uniform shorts/pants and skirts are to be of appropriate size and are to be worn at the waist. Shirts and blouses are to be tucked in. Skirts and pants are not to be rolled up. Uniforms are to be neat, clean, worn appropriately at all times, and properly mended. PLEASE LABEL ALL CLOTHING WITH STUDENT'S NAME. Writing or doodling on any clothing or skin is unacceptable and will be considered out of uniform. Parents are expected to monitor the dress of their child(ren) prior to leaving for school. Please keep the weather in mind. The Principal will make the final decision as to the appropriateness of dress items.

## **SCHOOL SPIRIT DAYS**

On these days, the students may wear a Saint Mary Academy team uniform shirt or a SMA logo T-shirt or sweatshirt with uniform pants, uniform skirts, uniform skorts, uniform shorts, or PE bottoms.

## **OUT-OF-UNIFORM DRESS CODE**

On certain occasions, students will be allowed to be out of their normal uniform clothes. Students must comply with a few sensible guidelines in determining what clothes to wear on these days. The out of uniform dress code implies comfortable, casual, and neat clothing. Jeans and slacks are permitted on out-of-uniform days.

- Dresses, skirts and shorts must be of appropriate length.
- Dress jeans must be free of holes and fit properly.
- Opaque leggings, yoga pants, and jeggings can be worn with a top long enough to cover the bottom.
- Shirts, tops and blouses must have sleeves and be of appropriate length. Tank tops, spaghetti straps, crop tops, etc., are not permitted.
- T-shirts referring to alcoholic beverages, tobacco products, or that contain inappropriate language, or convey openly or covertly unacceptable sentiments or themes are not permitted.
- Flip flop sandals, backless shoes, boots, crocs, or overly high heels are not permitted. All shoes must be worn with socks.
- Rules for makeup and jewelry apply for out-of-uniform days.

***Any clothing deemed inappropriate by the principal, or her designee, will be grounds for the student to phone his/her parent or guardian to bring a change of clothes.***

## **69. TELEPHONE**

It is necessary that we limit the use of the office telephone to EMERGENCY CALLS only. *Students will not be permitted to call home for forgotten items.* Parents should not bring items forgotten by the student unless they are of an absolute necessity (such as medication or eyeglasses), as this practice discourages growth in student responsibility. In case of a forgotten lunch, a child may buy their lunch from our cafeteria. Students must have permission from a teacher or the school office to use the phone.

## **70. CELL PHONES**

Students should not bring cell phones to school unless absolutely necessary. The school cannot be responsible for cell phones lost at school. If it is absolutely necessary for a student to bring a cell phone to school, it must be turned off and left in the student's backpack until they leave campus. Cell phones are not to be used by the students on school property without the permission of a teacher or administrator.

If a student is found with a cell phone during school hours, the following actions will occur:

- 1<sup>st</sup> Offense - the cell phone is taken and returned to the student at the end of the school day. Student must call parent to inform that the cell phone was confiscated.
- 2<sup>nd</sup> Offense - the cell phone is taken and parents must pick up the cell phone and meet with the principal.
- 3<sup>rd</sup> Offense or more - Further disciplinary action will take place at the discretion of the principal.

## **71. ACADEMIC DISHONESTY POLICY**

Academic dishonesty, or cheating, compromises the Christian values of Saint Mary Academy. Cheating includes but is not limited to:

- The use of "cheat sheets" in any form at any time.
- Any form of communication between students during an assessment.
- Providing answers or questions from a test or quiz to a student who has not yet taken the assessment.
- Copying material from other students, whether the text is copied directly or altered by changing select words.
- Plagiarism
- Taking content or material from a teacher's desk
- Assisting another student to cheat in any way.
- Use of electronics to search for answers during an assessment.
- Using unauthorized methods to complete school work or assessments.
- Forging another's signature

Cheating in elementary and intermediate grades will be handled on an individual basis with the teacher. In grades 6-8, if a student has cheated, in the opinion of the classroom teacher or administrator, the following will occur:

- No credit will be given for the assignment involved.

- The student will receive a detention.
- An alternative assignment may be assigned in its place.
- Further cheating incidents will be handled by the administration and could include suspension or other more serious consequences.

## **72. DISCIPLINARY ACTIONS**

In guiding the student's growth in habits and in Christian attitudes, it is important to emphasize positive approaches. Well prepared and conducted classes reduce disciplinary problems, particularly when positive motivation for conduct and achievement are apparent. The following procedure will be followed when discipline action is necessary. (Unusual circumstances might warrant a more immediate and direct contact with administration.) Any effective disciplinary action must be:

1. deserved, and the student must understand what he/she has done and the consequences thereof.
2. constructive and proportionate to the act.
3. applied as soon as possible after the act, but with careful deliberation.

All students are to exhibit respect for teachers, staff members, other students, visitors, school property and the property of others. When a student's action does not conform to these general guidelines, a teacher will provide appropriate guidance and consequences. Parents are expected to encourage the desire for appropriate and productive behavior on the part of the student.

## **73. DISCIPLINE PLAN**

The Discipline Plan below was established by Saint Mary Academy faculty and administration to provide a safe, productive learning environment for all students at Saint Mary Academy.

### **Teacher Disciplinary Actions**

The teacher may utilize, as appropriate, a variety of procedures that are designed to change inappropriate behavior and help students improve their self-discipline. These measures include, but are not limited to:

- Verbal reprimand / warning
- Written communication which may be via Sycamore, email, or a written document
- Require a student /teacher conference
- Require students to serve a detention
- Conference with parent/guardian
- Develop, with the student, a contract of behavior
- Temporarily remove class privilege
- If the student has not responded appropriately to the above action, the teacher and administrator will develop further disciplinary action

## **Administrator's Disciplinary Actions**

The principal and assistant principal may utilize, as appropriate, various measures to insure and maintain discipline and safety. When a student misbehaves or shows continued poor progress despite repeated efforts to correct them by school personnel or when there has been a serious infraction of the rule(s), the principal/assistant principal will call a conference and create a behavioral contract for the student. The purpose of this conference is to discuss the nature of the problem(s); share possible solutions; and, to improve student behavior and/or academic progress. In addition, the following options may be discussed:

- Temporary removal of school privileges
- Separate student from his/her peers
- Deny student access to bus transportation
- Place student temporarily in the care of another staff person or teacher
- Refer for counseling or formal evaluation
- Modified school program
- Probation period put into effect. Behavior contracts may be utilized during the probationary period.

Students may receive an automatic detention, or may be suspended, placed on probation, or placed on indefinite suspension, depending on the severity of the inappropriate behavior.

### **74. DETENTION**

Teachers reserve the right to issue a detention when normal classroom interventions fail to correct improper behavior. Teachers will provide classroom rules and guidelines outlining expected classroom behavior and consequences for failure to conform. When issued a detention, students are to bring the detention form to the office to be signed by the Principal/Vice Principal. Detention forms must also be signed by parents and returned to the school office the following day. During detention, students will be given an appropriate assignment to be determined by the teacher in charge. Failure to serve detention could result in further consequences.

### **75. PROBATION / SUSPENSION**

Probation, in school suspension, and suspension from school will be used only when other disciplinary measures have failed or in cases of exceptionally severe breaches of disciplinary code.

## **Probation**

Probation is a disciplinary procedure by which a student is evaluated by the teacher and principal in regard to his / her attitude and behavior over a specified period of time. This procedure is followed in order to determine the student's resolve to remain in the school community.

- The principal has a conference with the student and parent/guardian to advise them of reasons for probation, the plan of action (which may include counseling) and the length of time of the probation. The teacher(s) may be asked to attend. The student may be removed from extracurriculars at the discretion of the administrations and will be determined on an individual basis. A written summary of this conference is sent to the parent/guardian, and the principal retains a copy.
- The pastor is advised immediately.
- After the period of probation, a second conference is held to determine whether the probation is to be terminated or extended.

## **Suspension**

This is a disciplinary procedure by which a student is removed from the school/classes for a specified period of time. Suspension gives the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community.

Suspension, either in school or at home, is used when normal disciplinary procedures have failed, or in cases of exceptionally severe breaches of discipline. Conduct, whether inside or outside the school that is detrimental to the reputation of the school can result in indefinite suspension. Only the principal or assistant principal has the authority to administer suspension.

### **In – School Suspension**

The student is temporarily removed from class, but remains in school under supervision.

### **Out – of – School Suspension**

The student is not permitted to be on school property for the duration of the suspension. If, in the principal's judgment, suspension is necessary, he/she shall:

- hold a conference with student and teacher;
- inform the pastor;
- call a conference with the parents and any others, as circumstances demand
- determine whether it will be in – school or out – of – school suspension; and
- provide educational assignments for the student to complete for entrance back into the school program

## **76. EXPULSION**

Expulsion is a disciplinary procedure by which a student is removed from the school. Expulsion is used when there is an extreme breach in discipline or in those cases where probation and/or suspension seem inadequate to effect the desired changes in the student's attitude and behavior. The following violations, whether on school grounds, at school sponsored activities or activities at other Catholic schools, may result in immediate dismissal from Saint Mary Academy.

- a. Use or possession of illegal drugs or alcohol
- b. Use or possession of weapons
- c. Destruction, vandalism or theft of school property or the property of others.
- d. Threatening behavior.
- e. Persistent disobedience.
- f. Persistent fighting or striking other students or adults.
- g. Leaving school grounds without permission during school hours.

The Principal has the right to determine the appropriateness of a disciplinary action or dismissal of a student from school. ***Students suspended or expelled from school are not allowed to participate in school sponsored extra- curricular activities.***

## **77. THREATING AND BULLYING BEHAVIOR**

Threatening and bullying is defined as repeated statements, gestures, communications or actions that cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.

School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, websites, and any form of social media. School personnel have the right to access personal devices to investigate disciplinary situations.

## **THREAT ASSESSMENT AND RESPONSE PROTOCOL**

The primary purpose of a Threat Assessment is to prevent targeted violence in schools by students. A threat is an expression of intent to harm someone or damage property that may be



spoken, gestured, or communicated in some other form, such as via text messaging, e-mail, or other electronic means. A Threat Assessment is a multi-step process that is designed to:

- 1.) Gather information;
- 2.) Evaluate facts;
- 3.) Determine the threat level;
- 4.) Manage the threat

A Threat Assessment is based on known facts; not assumptions. It is a fact based investigative and analytical approach that:

- Focuses on what a particular student is doing or saying, and;
- Not on whether the student “looks like” or someone who may fit the profile of those who have completed acts of violence on schools in the past.

**In the event of an IMMEDIATE danger:**

- Call Law Enforcement or 911
- Take immediate action to secure or isolate the individual posing a threat, and prevent access to potential weapons (if known)
- Take immediate action to move others from harm’s way (in immediate vicinity of event)
- Initiate Lockdown procedures (as outlined at the local level)

**In the event a threat is reported to school officials, the following process should be followed:**

- **Gather information.** A threat is reported to the principal, assistant principal or school counselor. Gather the facts of the account by interviewing the student who made the threat, the recipient of the threat and other witnesses. Write down the exact contents of the threats and statements made by each party. Consider the circumstances in which the threat was made and the student’s intentions. (Use interview forms in this section)
- **Evaluate facts.** Determine whether the threat is transient or substantive. (See criteria for transient and substantive threats)
- **Determine the threat level** – If substantive, the “Threat Matrix Assessment” in this section is submitted to the local law enforcement department. \*See contact information on form. The Threat Assessment Matrix is designed to capture the information gathered during the investigation in a format that will help determine whether the threat is low risk, moderate risk or high risk. The Threat Assessment

resulting risk “score” will dictate who is notified, suggested next steps, and how to manage the threat.

- **Manage the Threat** – The Threat Assessment Matrix will provide context for next steps. In some cases, law enforcement may become involved in further investigation depending on the level of threat. See school handbook policies and possible responses to transient and substantive threats that accompany this section.

### **Transient Threat**

- Non-genuine expression or intended as a joke or figure of speech;
- Non-sustainable intent to harm or temporary anger that is resolved;
- Conflict is resolved and ends by apology, retraction, or clarification

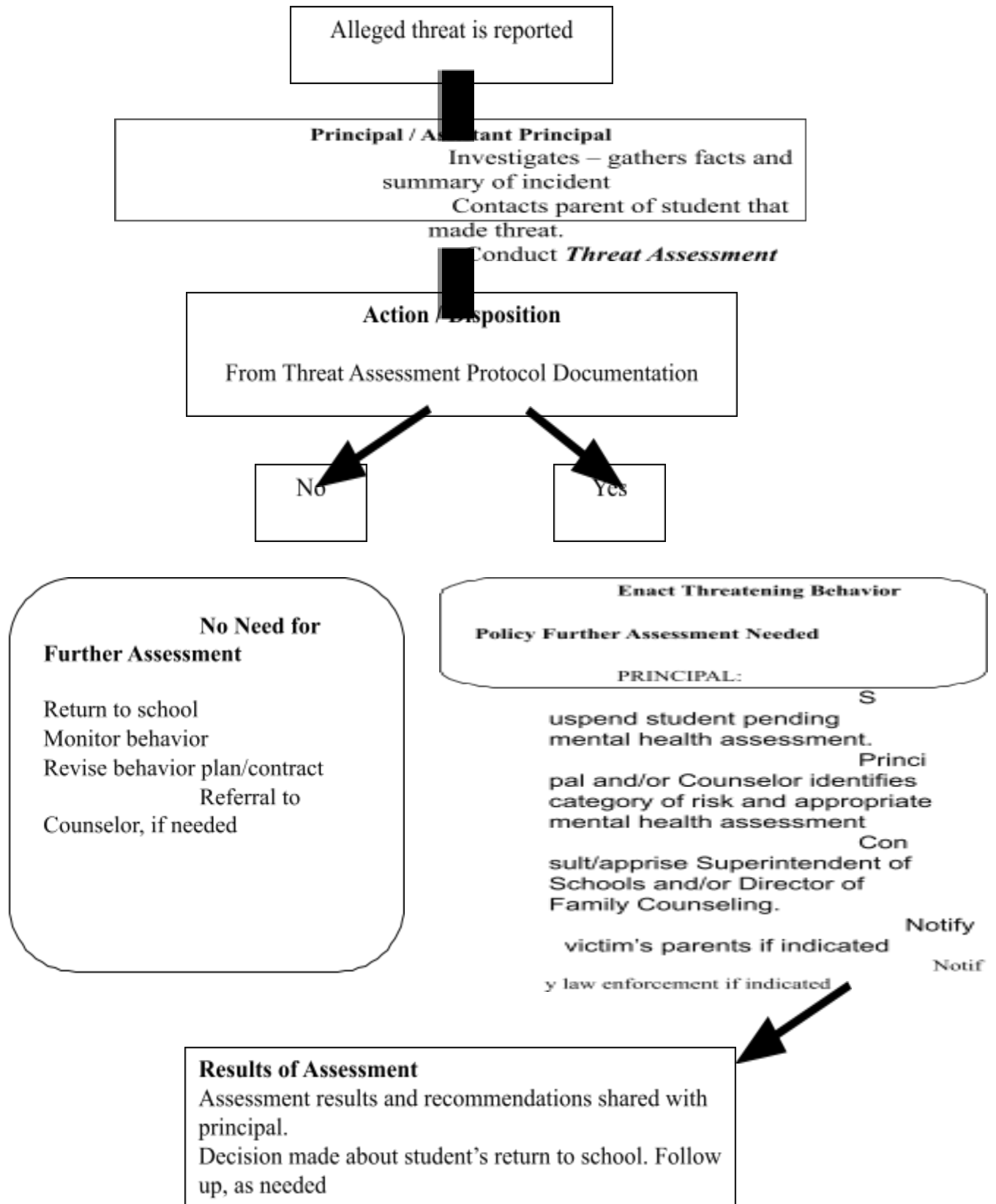
### **Response to Transient Threat**

- Contact student's parents if necessary;
- Notify intended victim's parents if necessary to prevent further problems;
- See that threat is resolved through explanation, apology or making amends;
- Refer for conflict mediation or counseling to resolve problem, if appropriate;
- Follow discipline procedures;
- Develop behavior intervention plan/behavior contract as appropriate.

### **Substantive Threat**

- Specific plausible details such as a specific victim, time, place, and method;
- Threat has been repeated over time or related to multiple persons;
- Threat is reported as a plan or planning has taken place;
- Recruitment of accomplices or invitation for an audience?;
- Student's age and capability of carrying out the threat;
- Student's history of aggressive behavior;
- Credibility of student and witness accounts. Response to Substantive Threat
- Complete the Threat Assessment Matrix to determine level of risk. Send to appropriate law enforcement contact.
- Notify parent and provide direct supervision of student until parents assume control;
- Protect and notify intended victim and parents of intended victim;
- Contact Superintendent or designee
- Notify parents of need for mental health assessment;
- Follow discipline procedures
- Develop Behavior Intervention Plan as a result of the mental health assessment

## THREAT ASSESSMENT FLOW CHART



Saint Mary Academy does not tolerate bullying. Any behavior deemed threatening by school officials is inappropriate and may result in immediate suspension and may result in dismissal from school. Threatening behaviors may be to one's self or to others. Behaviors deemed threatening by school officials are to be addressed in the following manner:

- Student exhibiting threatening behavior may be removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parent or guardian is notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- School officials apprise the Archdiocese Superintendent of Schools.
- Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents or guardians, are to be notified as soon as possible.
- Parent or guardian of student is required to seek and secure a mental health assessment conducted by a professional with appropriate credentials. Parent or guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal will consider not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

### **Saint Mary Academy Procedure for Addressing Harassment/Threatening Behavior/Bullying of a Student By Another Student:**

- Saint Mary Academy has no tolerance for harassment, bullying or threatening behavior.
- Any student believing that they are being harassed/bullied/threatened should try to express their discomfort to the student harassing them or tell a teacher or trusted friend.
- If the harassment continues, the student should report the incident(s) to the appropriate school official immediately and/or tell a parent or guardian who could contact the school official immediately.

Upon receipt of the complaint, the principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.

- The principal will report to the parents of both students the results of the investigation, however, due to confidentiality laws, Saint Mary Academy cannot disclose any disciplinary action taken towards any child but their own.

- Possible consequences may include, but are not limited to, the following:
  - A meeting with parents and students involved to discuss the incident and set up a behavior modification program.
  - Required counseling or similar recommendation.
  - Possible isolation of student harassing/bullying from other students.
  - Harassment/bullying can result in in-school suspension.
  - If after initial investigation and consequences the situation still continues, possible consequences may include out of school suspension or in extreme cases, expulsion from school.

### **False Threats**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

### **78. HARMFUL PRODUCTS**

Students are not allowed to bring, be in possession of, or use the following items on school property or at any school-sponsored activity:

- Illegal drugs or alcohol
- Weapons of any kind
- Tobacco and all tobacco products, electronic cigarettes, vape pens, lighters, matches, fireworks

The school office personnel and staff have the discretion to take from any student any item deemed by staff to be potentially harmful or inappropriate for the school environment and school officials will determine subsequent action and disciplinary measures.

### **79. SCHOOL JURISDICTION**

When there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances or some object that is harmful to self or others, or has violated a school rule or the law, the School Administration reserves the right to search the student's clothing and/or book bag, backpack, gym bag, purse, desk, or locker in the presence of a third party which may be the police.

Should Saint Mary Academy become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation, or those of another person when the student is not directly under the jurisdiction of the school, Saint Mary Academy reserves the right to inform the student and his/her parent(s) or legal guardian(s) of what it has heard. Should knowledge of such behavior, even though it occurs outside the jurisdiction of the school, negatively affect the

operation and/or reputation of the school, Saint Mary Academy reserves the right to take appropriate action.

## **80. CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES**

Saint Mary Academy abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 1975).

- When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and non-custodial parents.
- Court orders concerning special restrictions will also be respected and followed by the school administration.
- Official court orders will be reviewed two times a year by the guidance counselors – typically in early August and in January. The school will always follow directives from the latest dated court order on file. If custodial and non-custodial parents receive updates to the order, it is their responsibility to update the school in a timely manner. Updates cannot be received over the phone or verbally, they must be official and signed by a judge.
- In the absence of a court order to the contrary, Saint Mary Academy will provide the non-custodial parent access to the academic records and to other school-related information regarding the student.
- If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Parents' rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property.
- It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

## **81. SAINT MARY ACADEMY USER AGREEMENT FOR THE RESPONSIBLE USE OF TECHNOLOGY**

Access to the Internet, email, and the school network enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet and network access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed disadvantages.

To that end, the following standards for using electronic devices and accessing Internet and network information sources have been established for all student users and their parents.

1. Saint Mary Academy provides Internet access and connection to the network for students to advance their learning. Students are responsible for their behavior with regard to use of devices and access of the Internet and network, just as they are in all

physical areas of the school. Access is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege -- not a right.

2. Access to information will be accorded within reason and for educational purposes only.
3. During school hours, faculty and staff will guide students in responsible use of the network and in accessing appropriate information on the Internet. Outside of school, families bear the same responsibility in guiding their children in age appropriate choices of use and access to media sources such as the Internet searches, social media, e-reader content, media downloads, device apps, music, television, radio, etc.
4. With a signed user agreement, students in grades 3-8 may responsibly use an iPad provided by the school. These devices, and their content, are school owned, therefore maintaining educational integrity. Students may access the Internet, research and create documents, and use in an appropriate, legal manner for school projects and assignments. Students may not purchase content or download apps to these devices unless specified by school administration. **Use of the iPad is a privilege—not a right. The student is financially responsible for the devices as stated in the signed user agreement.**
5. With a completed permission form, students in grades 3-8 may responsibly use a personally owned e-reader such as Nook or Kindle to read books or other assigned material appropriate for designated curricular reading time, as determined by their teachers. These devices must be used in *airplane mode*. Students may not access the Internet with these devices. Reading material may not be purchased or downloaded while at school. Use of these devices is a privilege— not a right. The school is not responsible for loss or damage to these devices.
6. Students should have no expectation of privacy regarding their use of personal devices at school or the use of Saint Mary Academy property, Internet and/or network files, including email. Network administrators may review files, reading materials and communications to maintain system integrity and ensure that users are employing the system responsibly. While network storage is generally private, all areas are subject to search.
7. The following are not permitted:
  - a. Using the school's network or the Internet (accessed on or off campus or during or after school hours) to harass, threaten, demean, insult, bully, cyber-bully or threaten other children or adults
  - b. Sending, sharing, possessing, or viewing pictures, text messages, emails or other media containing a sexually explicit material
  - c. Sending, receiving, or displaying offensive messages, pictures or other content
  - d. Using obscene, threatening, offensive, or inappropriate language
  - e. Revealing personal information online (name, phone number, address, personal email etc.)
  - f. Damaging computer systems, networks, or devices
  - g. Changing network, system or device settings
  - h. Plagiarism through submitting documents from the Internet or elsewhere as personal work
  - i. Using another person's password, login or screen name or posing as another user
  - j. Trespassing in someone else's folder, work or files



- k. Using the network for commercial purposes and/or making unauthorized downloads or purchases
- l. Propagating chain messages, spamming or spreading viruses
- m. Participating in personal chat, instant messaging, social networking, personal e-mail accounts or other non-academic activities
- n. Intentionally wasting resources
- o. Violating copyright laws or other laws

Violations of this agreement will result in disciplinary action that may include loss of technology privileges.

By signing the Policies and Procedures Handbook Agreement Form, parents and students agree to abide by all guidelines set forth in the Saint Mary Academy User Agreement for the Responsible Use of Technology. Parents and students understand that a violation of this policy may result in losing the privilege to bring the personal electronic device to school. It is also understood that Saint Mary Academy is not responsible for any damage or loss associated with a student's personal electronic device.

## **82. INTERNET AND ELECTRONIC MAIL USE**

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to support educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research with others with the approval of the teacher. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children

with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

4. The following are not permitted:
  - a. Revealing personal information online (name, phone number, address)
  - b. Sending, receiving, or displaying offensive messages or pictures
  - c. Using obscene language
  - d. Harassing, insulting or threatening others
  - e. Damaging computer systems or computer networks
  - f. Changing network or system settings
  - g. Violating copyright laws
  - h. Submitting documents from the Internet as personal work
  - i. Using another person's password
  - j. Trespassing in someone else's folder, work or files
  - k. Intentionally wasting limited resources
  - l. Using the network for commercial purposes
  - m. Propagating chain messages
  - n. Making unauthorized downloads
  - o. Participating in personal chat or instant messaging

Violations may result in loss of access as well as other disciplinary action.

As users of Saint Mary Academy's computer network, students must comply with its Internet and Electronic Mail rules and must communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions. Parents (legal guardians) of the students give permission for their child(ren) to access networked computer services such as Electronic Mail and the internet.

Parents understand that some materials on the Internet may be objectionable; however, they accept responsibility for guidance of Internet use by setting and conveying standards for their children to follow when selecting, sharing, researching, or exploring electronic information and media.

### **83. STUDENT ONLINE SAFETY PLEDGE**

I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.

3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
6. I will not use any articles, stories, or other works I find online and pretend it is my own.
7. I will not use bad language online.
8. I will practice safe computing and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
9. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

#### **84. SAINT MARY ACADEMY LOGO POLICY**

The Saint Mary Academy logo policy serves as a visual representation of the character of our institution and reinforces our position as a leading educational institution. Consistent, controlled, and correct use of the SMA logos and school name enhances the organization's image.

School logos will be re-evaluated every 3 years and changes may be made at that time. All graphic designs or changes to a logo must be approved by the School Board. Upon the approval of the Board logos will be released to the PR Committee.

This policy is specific to the use of both the school logo and school name (the "Marks").

**GUIDELINES:** Usage of the Marks are restricted to Immediate Members of the School Community (as defined below). Notwithstanding the foregoing, immediate members of the school community may not use any of the Marks for personal or promotional use without prior written consent of the PR Committee.

All academic, administrative, and support units of the organization are required to use one of the approved Marks on all stationery, marketing materials, school uniform, athletic uniform or spirit wear item. The organizational logos may not be altered in any way and must be used as the sole logos in all venues.

#### **WHO SHOULD USE THIS POLICY:**

This policy applies to Immediate Members of the School Community, including, but not limited to, faculty, staff, students, parents, academic departments, athletics, PTO and other committees or organizations. This

policy applies to suppliers and manufacturers of commercial and non-commercial products.

### **PROMOTIONAL COMPANY APPROVAL PROCEDURES:**

1. The Athletic Board and PTO Board must present to the Parish Business Manager three bids for possible promotional companies along with their budget proposal in March.
2. The Principal will approve the promotional company based on the recommendation of the committees and bids.
3. The approved promotional company will be used for that calendar year. All spirit wear items and athletic uniforms must be sent to the approved promotional company.
4. The promotional company can be re-evaluated each year or may be re-evaluated during the year if the company has not complied with the policy guidelines listed below.

### **LOGO/NAME APPROVAL PROCEDURES:**

1. A Mark Usage Request Form must be completed and submitted to the PR Committee.
2. Once approved, the requesting individual can obtain a Mark template from the school website or PR Committee.
3. A copy of the final product to be made using the Mark must accompany the Mark Usage Request Form, be signed and approved by the individual who completed and signed the request form. (For time sensitive items, email approval will be sufficient. The email stating approval must be attached to the Request Form).
4. All approved request forms must be maintained by the PR Committee. The PR Committee, under the advisory of the School Board, shall maintain all control over the use of the Marks.
5. All promotional companies must use the school approved art and template. Any work that is completed outside of the policy guidelines will be denied distribution (if a promotional company is used, product must be sent back to the promotional company for reissue or reimbursement).

### **SPIRIT WEAR/ATHLETIC UNIFORMS PURCHASING PROCEDURES:**

Any committee, staff member or parent purchasing spirit wear or uniforms must present the principal with the approved MARK USAGE REQUEST FORM.

The business manager will be responsible for providing the purchase order to the approved promotional company.

## **85. SAINT MARY ACADEMY FUNDRAISING APPROVAL PROCESS**

Saint Mary Academy will always have ordinary, capital, and practical needs. Meeting these needs falls within the gospel-inspired activity of good stewardship.

Fund-raising efforts must respect the priorities of the school as a whole. They must also honor the donors and the frequency they are called upon. Expanding the list of contributors who embrace Saint Mary Academy's mission is a goal as important as securing funds. Placing specific projects in the context of the total institution is an exercise of good stewardship and community spirit.

Saint Mary Academy wants to make any fundraising effort a positive experience for everyone. In order to properly approve, coordinate, and achieve results for every fundraising program, the following process is to be followed:

School organizations should present a list of regular, annual fundraising activities to the Business Manager with their proposed budget. This list should include the approximate date of each effort. The Business Manager will put together a tentative calendar to be reviewed.

2. The Fundraising Committee will review the calendar and all fundraising proposals. They will decide on the proposed Fundraising Calendar for that calendar year.
3. The Calendar will be given to the School Board for final approval in May.
4. When the calendar has been approved it will be released to all organizations. The leader of each project should inform the Fundraising Committee if there is a change in the project or schedule.
5. All organizations will have an opportunity to propose new fundraising opportunities each calendar year.
6. Organizations requesting exceptions for immediate fundraising, must submit a Fundraising Proposal Form to be approved by the Fundraising Committee and School Board.

The Fundraising Committee may include the following members:

- Fundraising Chairperson
- School Board Representative
- Principal
- Parish Business Manager
- Athletic Board Representative
- PTO Board Representative
- School Staff Member

## **CONCLUSION**

By reason of the fact that you have enrolled your child/children in Saint Mary Academy, you have agreed to adhere to all policies and rules stated in this Policies and Procedures Handbook. Saint Mary Academy Policies and Procedures Handbook Agreement Form must be executed and returned by all Parents/Guardians.

Since situations can arise that were not foreseen at the time of the writing of this handbook, the principal, in collaboration with the School Board reserves the right to amend this handbook. Parents and students will be promptly notified of any amendments.

Your cooperation and support are essential. With parents as partners in education, Saint Mary Academy will maintain its standards of excellence. Together we can accomplish great things!

## SMA Logo Usage Request Form

**Name of team, club, organization, group individual, or committee:**

Organization/Group Contact: _____
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Event/Activity title: _____  Purpose: _____  How will the logo/name be used: _____  Start/End Date: _____
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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Please attach any correspondence to this form regarding your request. Once approved submit to the Parish Business Manager for order processing.*

# SMA Fundraising Request Form

Organization/Group: _____
Contact Person: _____
Phone & E-mail: _____

Description of Project:

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Statement of Purpose:

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Proposed Benefits to SMA:

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Schedule of Implementation:

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Submitted by: _____	Date: _____
Fundraising Chair: _____	Date: _____
Board Rep: _____	Date: _____







